

Annual Report and Financial Statements

for the Year Ended 31 December 2020

The Parochial Church Council of the
Ecclesiastical Parish of St Andrew and St
Cuthman Steyning

Charity registration number: 1132913

Independent Examiners Ltd
2 Broadbridge Business Park
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

Reference and Administrative Details

Trustees

The Revd Fr Mark Heather LLB, BA, Incumbent
The Revd Fr Stephen Mills, Assistant Curate
Sarah Lavery, Churchwarden
Bill Thomson, Churchwarden
Elizabeth Brown
John Edwards, Treasurer
Brian Hanson
Penny Warner
Fiona Aiton
Denise Bedford
John Downe
Jackie Flowers-Leek
Penny Hill
Jim Lang
Steve McGrath
Judie Thomson
Derek Vine
Christine Aubrey
Len Warner

Principal Office

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Bankers

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Steyning Parochial Church Council (PCC) is a registered charity. Members of the PCC, who are the Trustees of the charity, are either ex-officio, elected by the APCM (Annual Parochial Church Meeting) in accordance with the Church Representation Rules or co-opted.

The Trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2020.

Objectives and activities

The objects of the charity are, in cooperation with the incumbent, to further the whole mission of the church both pastorally and socially in the ecclesiastical parish of Steyning. It also has maintenance responsibilities for the church buildings and for the Penfold Hall, and for matters concerned with health and safety, disability and safeguarding.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to supplementary public benefit guidance.

Activities for Achieving Objectives

The PCC consider that they can best achieve these objects by providing the means to enable all those living within the parish to explore and live out their Christian faith, in particular by regular worship, prayer and teaching of the gospel and by the provision of pastoral care. When planning activities they have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

Achievements and performance

The Covid-19 pandemic, while severely restricting worship and other activities at Steyning Parish Church, has, at the same time, given the opportunity to sit back and review our wider mission activities.

The responsibilities of conserving and maintaining a Grade-1 listed building can weigh very heavily on our finances and whilst recognising the importance of our church building we have been even more mindful of not only providing alternative ways of worshipping, but also reaching the wider community.

One outreach aspect - and one which has not been affected in the same way by restriction and lockdown - has been our church magazine. We had already, pre-Covid, widened the appeal by changing to all-colour printing, which, through some careful maximising of resources, we were able to do while saving on overall costs. This has been made available free of charge not just to members of the regular congregation but, through Covid-friendly distribution points in the local Post Office and under the lych gate, anybody has been able to pick up a copy, and receive not only the message from the Church but also details of other community activities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Our congregation continued to support the disadvantaged in the community, where need had increased as a result of the pandemic, through working with the other local churches via the community Hub, through the Family Support Work charity and the work of the Grammar School to support families in difficulty.

Our church was forced to close its doors during the first lockdown, but when socially-distanced services could return on 12 July, we continued with a congregation of around 50-60% of normal, at times approaching the reduced socially-distanced capacity. As the second wave struck us, we were mindful of the increased infection rates, with the virus directly affecting several in our community. The difficulties of stewarding and sanitising – most of our volunteers being themselves in the vulnerable categories – meant that we, like almost all other churches in the Deanery, took the reluctant, decision to suspend services for the time being.

With a number of our own congregation members testing positive, we reported the cases to Public Health England (PHE) in accordance with the requirements for reporting from workplace settings. We received much helpful guidance from the PHE Health Practitioner Team over several phone conversations. We were advised that although this was an outbreak involving people from the same setting, timings indicated that the cases were not necessarily linked. The additional precautions we had taken were appropriate given the uncertainties of the new variant, so no further action was needed.

While the building was closed, and indeed throughout the pandemic, we have moved much of our presence online. Rather than the more usual broadcast Sunday service, we decided on a different approach for our website. On each Sunday we have provided a simple prayer resource, with a video 'armchair homily' and an audio Gospel reading from one of our clergy, readings and intercessions recorded by members of the congregation, and recorded music provided by the Church of England. This allows people to access our worship resources at any time, and in any order, making it easy to fit prayer into their everyday lives. This has been supplemented by audio or video recordings of a member of our clergy celebrating the Eucharist on important feast days. Moreover, every weekday we have provided a recording of the Morning Prayer service for that day, read by the clergy and members of the congregation. This online offering has been well received, particularly by those who have been advised to stay at home.

Communication has been maintained through an email bulletin sent weekly to all members of the congregation with an email address, with, for those not on email, a fortnightly letter, delivered by hand or posted. The letter includes transcripts of the 'armchair homilies', the Redemptorist reading sheets for the fortnight and a newsletter to include the events of the past two weeks and modified for those without access to the internet.

The PCC and various committees have met regularly via the Zoom platform which has allowed business to continue almost as normal. Zoom has now been brought into use for a Sunday morning 'coffee and chat' to take the place of the post-Eucharist gatherings we enjoyed during normal times. This is proving very successful, and although strictly secular rather than religious in nature, it has proved to lift the spirits of all who have used this to meet together in the name of Christ.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

One of several notes in appreciation read: "Thank you for inviting me to the Church Coffee Morning this morning. I did manage to get onto the zoom it was interesting to see how it would work. It was also nice to see some familiar faces and have a chat."

During the year there were 3 weddings(6 in 2019) and 13 funerals or burial of ashes (23 in 2019).

It was reported at the Annual Parochial Church Meeting on 18 October that there were 176 members on the church Electoral Roll (180 in 2019).

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Reserves Policy

The PCC believes, that in view of its responsibility for the upkeep of a Grade I listed building, a substantial Building Fund should be maintained from which expenditure on major repairs and improvements to all the church's properties will be met. The reserve should not fall below £100,000 to cover unexpected repairs. The Local Mission Fund will be used to support outreach and mission in the community, the Deanery and the Diocese. Interest earned from the church's financial assets will be paid into the Local Mission Fund. Any deficit in the Local Mission Fund will be covered by the Building Fund. Any deficit in the General Fund will be covered by the Building Fund.

During 2020 the PCC changed the name of the Outreach Fund to the Local Mission Fund.

The Special Projects Fund will be used to extend, repair and improve equipment and furnishings.

The Chancel Fund contains the accumulated income from a fund held by the Diocese and in 2019 was shown as a Restricted Fund. Because the Diocese proposes to transfer this accumulated income as a grant to the PCC for expenditure on chancel repairs and insurance and it is now shown as a Designated Fund.

The Property Fund reflects the value of the church's investment in properties.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Legacy Policy

Subject to any specific requirements of the donor, legacies will not be used to fund the day-to-day running expenses of the church. Major legacies (over £5,000) will be placed in the Church Building Fund whilst other legacies will be placed in the Special Projects Fund.

Investment Policy

Generally the reserves will be held on deposit with the Central Board of Finance of the Church of England or with our bankers but might from time to time be invested in other investments offered by the Central Board. The PCC is satisfied the the Central Board of Finance has adopted suitable ethical objectives in selecting investments.

Principal funding

The generosity of the congregation has cushioned the finances of the PCC from the potentially adverse effects of the pandemic. Planned giving totalled £55,858 which was £1,445 greater than 2019. Our Organist and Parish Administrator volunteered to accept minimal salaries after the start of the March lockdown. There was no choir or other singing except for short carol services before Christmas. Our insurers having confirmed that the rewiring of the church was urgent, fundraising, which was started in February, achieved the £70,000 target by the end of the year including Gift Aid and a contribution of £35,000 to be made by the Friends. The contractor started work on the comprehensive lighting project on 11 January 2021.

The Statement of Financial Activities on Page 11 shows that the total income in all funds exceeded expenditure by £28,276 whereas in 2019 expenditure exceeded income by £22,721.

Note 16 on page 23 shows expenditure of £95,233 from the General Fund which was £8,701 less than in 2019. Expenses for the Vicar and Trainee Curate totalled £8,614 similar to 2019, when the Diocese had funded one third of the Curate's expenses. 80% of General Fund expenditure was on clergy and insurance costs (mainly through the Diocesan parish share) up from 70% in 2019. Upkeep (routine maintenance, gas and electricity), administration and services and choir cost 14% of the total compared with 24% in 2019. Music cost £4775 less than in 2019 and the Parish Office £3,067 less. Mission giving from the General Fund totalled £2,543. To alleviate the effect of the pandemic, £1,432 of this supported needy families in the area in addition to £1,000 from the Charity at Home Fund. Mission giving in 2019 totalled £2,489.

General Fund income totalled £89,479, £6,389 less than in 2019. Collections at services were £6,348 less and fees for weddings and funerals were £2,509 lower. Expenditure exceeded income by £5,754 and this deficit, which was less than expected in the original 2020 budget, has been covered by a transfer from the Building Fund to bring the General Fund balance to zero at the year end.

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Trustees' Report

The cost of initiatives to involve the wider community are taken from the Outreach Fund which the PCC decided on 25 November to rename the Local Mission Fund. The Church magazine is now in full colour and has been posted to many of the congregation during the pandemic. However, the overall cost, £2,392 is only £167 more than the cost of printing alone in 2019. Maintaining the websites of the Church and the Penfold Hall has been particularly important, costing £686. Messy Church and the Cuthman Lectures have been limited by the pandemic but they normally cover their costs. The other source of income is the interest from investments which at present is not sufficient to cover Local Mission Fund costs. The PCC on 11 March decided to change its policy so that this interest continues to be allocated to the Local Mission Fund regardless of the balance in the Building Fund and that the Building Fund reserve be used to cover any deficits in the General Fund and in the Local Mission (formerly Outreach) Fund.

Building Fund expenditure totalled £14,650. £11,104 was on repairs to the spiral stairway in the tower, £2,164 on fees for tendering, the faculty and an asbestos management survey in advance of the lighting scheme. £940 was spent on investigations of settlement problems of the Penfold Hall. Total income was £50,153 including the lighting fundraising, donations of £4,722 from the Co-op Community Fund and the Steyning Society towards lighting the Churchyard path and a legacy of £5,000. The balance at the year-end was £270,607 after £5,754 had been transferred to cover the deficit in the General Fund.

The George Mill Trust has donated £2,500 to the Charity at Home Fund which will enable the PCC to continue to support local families in need. There was a little income to the Restricted Funds from investment interest.

Looking forward, the main financial pressure in 2021 will be the rewiring and lighting scheme estimated to cost £150,000, assuming that the VAT can be reclaimed. A deficit of £2,800 is expected in the General Fund budget which assumes that there will be Covid-19 restrictions until at the end of June.

Stewardship

Regular, committed giving is a necessary part of our Christian life. The planned giving scheme is vital to our church's financial wellbeing, providing 70% of the regular income (78% in 2020) from which we pay the day-to-day running costs. The congregation has maintained giving at 2018 levels but costs continue to rise and a post-Covid deficit of £4,000 is likely in 2022. An increase of 6% in planned giving with Gift Aid would be needed to avoid this deficit. An increase of 10% (around £1.40 per week per planned giver) would be needed to avoid a deficit in both the General and Local Mission Funds.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

People give in different ways:

1. Cash in the basket
2. Regular BACS payments
3. Planned giving with cash in envelopes.
4. Standing order for a monthly payment to the church's bank account.
5. A regular payment, including Gift Aid, through the Charities Aid Foundation.
6. The Chichester Diocese Parish Giving Scheme (PGS).
 - a. (Givers fill in a Direct Debit form for the scheme to take the chosen amount on the first of each month. The scheme pays the parish that amount plus the Gift Aid later in the month. Each year the scheme increases the amount of the Direct Debit for inflation.)

From time to time we have benefitted greatly from legacies left by former members of the church and we would hope that St. Andrew and St. Cuthman's church will continue to be remembered in this way.

Structure, governance and management

Constitution

The principal object of the charity is the advancement of the Christian Faith.

Method of appointment and election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

Organisational structure and decision making

The work of the PCC is carried out mainly through its committees which are:

The Standing Committee: This committee has power to transact the business of the PCC between meetings, subject to any directions given by the PCC, and consists of the Incumbent, Vice Chairman, Churchwardens, Secretary, Treasurer and an invited member of the PCC.

The Finance Committee: This committee, which meets under the chairmanship of the Treasurer, is responsible for matters relating to the finances of the church, including stewardship, and of the Penfold Hall.

The Fabric Committee: This committee chaired by a Churchwarden is responsible for the building. It sometimes meets jointly with the Finance Committee.

The Social and Catering Committee: This committee plans and organises the church's social activities and catering after major church services.

The appointed Safeguarding and Health and Safety Representatives report directly to the PCC and attend meetings as required.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

PCC Meetings

The PCC held 6 business meetings during the year, 3 of which were by videoconferencing. At these meetings the PCC received reports on the Mission Action Plan, fabric (including decisions about the rewiring and lighting scheme), finances, safeguarding and Deanery affairs. The average attendance was 75 %.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems and procedures are in place to mitigate exposure to the major risks.

The Charity Commission encourage all charities to review and assess the risks relating to its activities. During the Covid-19 pandemic, detailed risk assessments have been carried out before any activity has commenced in the church: closure, open for private prayer, open for worship, meetings, access by contractors for the rewiring and lighting scheme.

Financial risks were reviewed at the first lockdown of the pandemic and when the tenders had been received for the rewiring and lighting scheme.

Safeguarding policies and procedures continue to be reviewed and developed.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

Trustees' Report

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The Trustees 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 annual report was approved by the Trustees of the charity on 24 March 2021 and signed on its behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Independent Examiner's Report to the trustees of The Parochial
Church Council of the Ecclesiastical Parish of St Andrew and St
Cuthman Steyning**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 11 to 25.

Respective responsibilities of Trustees and examiner

As the charity's Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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 no concerns and 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.

.....
G W Schulz ACMA

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24 March 2021

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Statement of Financial Activities for the Year Ended
31 December 2020**

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income and Endowments from:					
Donations and legacies	2	125,635	2,620	128,255	87,636
Charitable activities	3	1,779	-	1,779	4,288
Other trading activities	4	566	-	566	1,918
Investment income	5	10,072	239	10,311	10,924
Other income	6	<u>2,829</u>	<u>-</u>	<u>2,829</u>	<u>965</u>
Total income		<u>140,881</u>	<u>2,859</u>	<u>143,740</u>	<u>105,731</u>
Expenditure on:					
Raising funds		(1,099)	-	(1,099)	(1,749)
Charitable activities		<u>(113,165)</u>	<u>(1,200)</u>	<u>(114,365)</u>	<u>(126,703)</u>
Total expenditure		<u>(114,264)</u>	<u>(1,200)</u>	<u>(115,464)</u>	<u>(128,452)</u>
Net income/(expenditure)		26,617	1,659	28,276	(22,721)
Gross transfers between funds		<u>5,839</u>	<u>(5,839)</u>	<u>-</u>	<u>-</u>
Net movement in funds		32,456	(4,180)	28,276	(22,721)
Reconciliation of funds					
Total funds brought forward		<u>928,128</u>	<u>12,654</u>	<u>940,782</u>	<u>963,501</u>
Total funds carried forward	16	<u><u>960,584</u></u>	<u><u>8,474</u></u>	<u><u>969,058</u></u>	<u><u>940,780</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**(Registration number: 1132913)
Balance Sheet as at 31 December 2020**

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	12	485,000	485,000
Investments	13	<u>180,000</u>	<u>180,000</u>
		<u>665,000</u>	<u>665,000</u>
Current assets			
Debtors	14	1,837	2,295
Cash at bank and in hand		<u>305,599</u>	<u>275,219</u>
		307,436	277,514
Creditors: Amounts falling due within one year	15	<u>(3,378)</u>	<u>(1,734)</u>
Net current assets		<u>304,058</u>	<u>275,780</u>
Net assets		<u>969,058</u>	<u>940,780</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		8,474	12,654
Unrestricted income funds			
Unrestricted funds		<u>960,584</u>	<u>928,126</u>
Total funds	16	<u>969,058</u>	<u>940,780</u>

The financial statements on pages 11 to 25 were approved by the Trustees, and authorised for issue on 24 March 2021 and signed on their behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Notes to the Financial Statements for the Year Ended 31 December 2020

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Donated services and facilities

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Gift aid

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
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**Notes to the Financial Statements for the Year Ended
31 December 2020**

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are recognised in the accounts when a commitment has been made and communicated to the recipient, and there are no conditions to be met relating to the grant which remain in the control of the charity.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees's meetings and reimbursed expenses.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements for the Year Ended
31 December 2020**

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by virtue of section 10(2) of the Charities Act 2011. Costs associated with the maintenance or improvement of such assets are written off in the year they are incurred.

Freehold property owned by the charity is included in the financial statements at its historical deemed cost and depreciated by writing off the difference between the cost and the estimated residual value over the useful economic life. It is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual value so high that any depreciation would not be material. These assets are subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Depreciation and amortisation

Other tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Asset class	Depreciation method and rate
Freehold property	Not material

Investment properties

Investment property is carried at fair value, derived from the current market prices for comparable real estate determined regularly by external valuers. The valuers use observable market prices, adjusted if necessary for any difference in the nature, location or condition of the specific asset. Changes in fair value are recognised in profit or loss.

Fixed asset investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
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**Notes to the Financial Statements for the Year Ended
31 December 2020**

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Financial instruments

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

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements for the Year Ended
31 December 2020**

2 Income from donations and legacies

	Unrestricted funds		Restricted funds	Total 2020	Total 2019
	Designated	General			
	£	£	£	£	£
Donations and legacies;					
Collections	-	3,087	-	3,087	9,435
Donations	39,505	4,271	2,620	46,396	8,626
Planned giving	-	55,858	-	55,858	54,413
Legacies	5,000	-	-	5,000	-
Gift aid reclaimed	3,792	14,122	-	17,914	15,162
	<u>48,297</u>	<u>77,338</u>	<u>2,620</u>	<u>128,255</u>	<u>87,636</u>

3 Income from charitable activities

	Unrestricted funds General	Total 2020	Total 2019
	£	£	£
Fees	<u>1,779</u>	<u>1,779</u>	<u>4,288</u>

4 Income from other trading activities

	Unrestricted funds General	Total 2020	Total 2019
	£	£	£
Trading income;			
Bookstall sales	119	119	126
Events income;			
Social events	<u>447</u>	<u>447</u>	<u>1,792</u>
	<u>566</u>	<u>566</u>	<u>1,918</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements for the Year Ended
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5 Investment income

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2020 £	Total 2019 £
Interest receivable and similar income;					
Interest receivable on bank deposits	741	31	239	1,011	1,624
Rent (Shooting Field)	-	9,300	-	9,300	9,300
	<u>741</u>	<u>9,331</u>	<u>239</u>	<u>10,311</u>	<u>10,924</u>

6 Other income

	Unrestricted funds Designated £	General £	Total 2020 £	Total 2019 £
VAT refunds	<u>2,364</u>	<u>465</u>	<u>2,829</u>	<u>965</u>

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds Designated £	General £	Total 2020 £	Total 2019 £
Stewardship	-	146	146	216
Social events	-	373	373	1,240
Lighting fundraising	443	-	443	-
	<u>443</u>	<u>519</u>	<u>962</u>	<u>1,456</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
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**Notes to the Financial Statements for the Year Ended
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b) Costs of trading activities

	Note	Unrestricted funds General £	Total 2020 £	Total 2019 £
Bookstall		<u>137</u>	<u>137</u>	<u>293</u>
		<u>137</u>	<u>137</u>	<u>293</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements for the Year Ended
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8 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Restricted funds £	Total 2020 £	Total 2019 £
Diocesan parish share		-	64,213	-	64,213	61,818
Clergy expenses		-	8,614	-	8,614	8,547
Service costs		311	1,884	-	2,195	2,512
Music		-	239	-	239	6,175
Parish activities		2,241	904	200	3,345	3,851
Parish magazine		1,612	-	-	1,612	2,225
Maintenance and repairs		217	2,696	-	2,913	4,553
Major building works		9,877	-	-	9,877	5,243
Church running expenses		-	2,788	-	2,788	3,147
Office costs		-	1,472	-	1,472	1,819
Insurance		-	3,388	-	3,388	3,311
Professional fees		4,330	-	-	4,330	8,805
Cottage		-	847	-	847	517
Grant funding of activities		-	2,543	1,000	3,543	2,490
Staff costs	10	-	3,849	-	3,849	10,500
Governance costs	11	-	1,140	-	1,140	1,190
		<u>18,588</u>	<u>94,577</u>	<u>1,200</u>	<u>114,365</u>	<u>126,703</u>

9 Trustees remuneration and expenses

During the year, no Trustees received any remuneration (2019 - £NIL).

During the year, no Trustees received any benefits in kind (2019 - £NIL).

During the year, 4 Trustees received reimbursement of expenses amounting to £9,268 (2019 - 3 Trustees received £10,754).

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements for the Year Ended
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10 Staff costs

The aggregate payroll costs were as follows:

	2020	2019
	£	£
Staff costs during the year were:		
Wages and salaries	<u>3,849</u>	<u>10,500</u>

The monthly average number of persons employed by the charity during the year expressed as full time equivalents was as follows:

	2020	2019
	No	No
Staff	<u>2</u>	<u>2</u>

11 Independent examiner's remuneration

	2020	2019
	£	£
Examination of the financial statements	<u>1,140</u>	<u>1,190</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
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**Notes to the Financial Statements for the Year Ended
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12 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 January 2020	<u>485,000</u>	<u>485,000</u>
At 31 December 2020	485,000	485,000
Depreciation		
At 31 December 2020	<u>-</u>	<u>-</u>
Net book value		
At 31 December 2020	<u>485,000</u>	<u>485,000</u>
At 31 December 2019	<u>485,000</u>	<u>485,000</u>

13 Fixed asset investments

	2020 £	2019 £
Investment properties	<u>180,000</u>	<u>180,000</u>

The 2017 valuations were made by Rackhams Surveyors Ltd, on an open market value for existing use basis.

The Trustees are of the opinion that the 2017 valuations are accepted as being the market values as at 31 December 2020.

14 Debtors

	2020 £	2019 £
Trade debtors	<u>1,837</u>	<u>2,295</u>

15 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	<u>3,378</u>	<u>1,734</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements for the Year Ended
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16 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted funds					
General					
General Funds	-	89,479	(95,233)	5,754	-
Designated					
Church building fund	240,858	50,153	(14,650)	(5,754)	270,607
Local mission fund	16,974	1,040	(3,826)	-	14,188
Special projects fund	5,296	209	(555)	-	4,950
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	-	-	-	5,839	5,839
	<u>928,128</u>	<u>51,402</u>	<u>(19,031)</u>	<u>85</u>	<u>960,584</u>
Total unrestricted funds	<u>928,128</u>	<u>140,881</u>	<u>(114,264)</u>	<u>5,839</u>	<u>960,584</u>
Restricted funds					
Youth fund	806	2	-	-	808
Organ/choir fund	1,578	4	-	-	1,582
Charity at home fund	2,645	2,627	(1,200)	-	4,072
New doors fund	2,007	5	-	-	2,012
Diocesan chancel fund	5,618	221	-	(5,839)	-
Total restricted funds	<u>12,654</u>	<u>2,859</u>	<u>(1,200)</u>	<u>(5,839)</u>	<u>8,474</u>
Total funds	<u>940,782</u>	<u>143,740</u>	<u>(115,464)</u>	<u>-</u>	<u>969,058</u>

The Diocese holds 343 shares with a value of £7,032 in a Chancel Trust. The Diocese proposes to transfer to the PCC the accumulated income (£5,839) from this Trust which may be used for the insurance of the chancel or repairs to it. The Chancel Fund becomes a Designated Fund rather than a Restricted Fund as shown in the 2019 Accounts.

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**Notes to the Financial Statements for the Year Ended
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	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2019 £
Unrestricted funds					
General					
General Funds	3,936	95,868	(103,934)	4,130	-
Designated					
Church building fund	254,241	7,730	(19,047)	(2,065)	240,859
Local mission fund	22,163	1,700	(4,827)	(2,065)	16,971
Special projects fund	5,636	166	(506)	-	5,296
Property fund	665,000	-	-	-	665,000
	<u>947,040</u>	<u>9,596</u>	<u>(24,380)</u>	<u>(4,130)</u>	<u>928,126</u>
Total unrestricted funds	<u>950,976</u>	<u>105,464</u>	<u>(128,314)</u>	<u>-</u>	<u>928,126</u>
Restricted funds					
Youth fund	803	3	-	-	806
Organ/choir fund	1,571	7	-	-	1,578
Charity at home fund	2,770	13	(138)	-	2,645
New doors fund	1,998	9	-	-	2,007
Diocesan chancel fund	5,383	235	-	-	5,618
Total restricted funds	<u>12,525</u>	<u>267</u>	<u>(138)</u>	<u>-</u>	<u>12,654</u>
Total funds	<u>963,501</u>	<u>105,731</u>	<u>(128,452)</u>	<u>-</u>	<u>940,780</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
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**Notes to the Financial Statements for the Year Ended
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17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds 2020
	General	Designated		
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	-	298,962	8,474	307,436
Current liabilities	-	(3,378)	-	(3,378)
Total net assets	-	960,584	8,474	969,058

	Unrestricted funds		Restricted funds	Total funds 2019
	General	Designated		
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	-	264,860	12,654	277,514
Current liabilities	-	(1,734)	-	(1,734)
Total net assets	-	928,126	12,654	940,780