

**ANNUAL REPORT
AND ACCOUNTS
YEAR ENDING 31 DECEMBER 2020**

ST HILDA'S CHURCH

Parish of Warley Woods
Diocese of Birmingham

Abbey Road, Smethwick, B67 5NQ

Charity Registration Number 1181258

PCC MEMBERSHIP AND TRUSTEES, 2020

Ex-officio Members

Mrs Susan Jane Round – Churchwarden *
Mrs Wendy Veronica Dyke – Deanery Synod Representative, Chair to 17th July *
Mr Peter John Stokes – Deanery Synod Representative *

Ex-officio Member from 17th July 2020

Rev Jennifer Ruth Crewes - Incumbent and, ex-officio, Chair *

Elected Members serving the whole of 2020

Mrs Patricia Elizabeth Allen *
Mrs Patricia Ann Crofts *
Dr Terry Daniels [Treasurer] *
Mrs Elizabeth Joan Farrier *
Mrs Anne Harris *
Mr Richard Craig Haynes *

Elected Members serving to his death in March 2020

Mr Derek Allyn Latham [Secretary]

Co-opted member from 6th August 2020

XX [Secretary]
[Name withheld with the approval of the Charity Commission]

Elected Members serving to APCM on 25th October 2020

Mrs Frances Elizabeth Ellis
Mr Gerald Stanley Poole

Elected Members serving from APCM on 25th October 2020

Mr John Matthew Barber *
Mr Douglas Harold Gallaher *
XX [Secretary] *
[Name withheld with the approval of the Charity Commission]

** Members serving at 31st December 2020*

Contents

Annual Report	Page 3
Annual Accounts	Page 7
Independent Examiner's Report	Page 19

ST HILDA'S CHURCH, WARLEY WOODS

ANNUAL REPORT FOR YEAR ENDING 31 DECEMBER 2020

INTRODUCTION

The Parochial Church Council of St Hilda's PCC of Abbey Road, Smethwick, B67 5NQ ('the PCC') is a registered charity under charity registration number 1181258. The governing document for the PCC is the Parochial Church Councils (Powers) Measure 1956 and it is constituted in accordance with the Church Representation Rules 2000.

Members of the PCC are the trustees of the charity. Some members of the PCC are members because they hold a particular office (to which they are appointed or elected). Others are elected at the Annual Parochial Church Meeting (APCM). In 2020 this was held on 25th October. The PCC also has the power to co-opt members, and this was exercised to co-opt a new PCC Secretary in August who was then elected at the APCM. Details of those who served as PCC members (who are the trustees of the charity) during 2020 are set out on page 1 above.

The main objective of the PCC is to co-operate with the incumbent to 'promoting within the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical' (section 2(2) PCC (Powers) Measure 1956). This mission of the PCC is to benefit people generally and specifically residents of the parish by introducing them to the love of Jesus Christ. In fulfilling their duties the PCC has had regard to the Charity Commission's guidance on public benefit.

INTERREGNUM

2020 started with the church still in an interregnum. As in 2019, Wendy Dyke acted as chair of PCC during the interregnum. In conjunction with the Area Dean, our two Churchwardens, Sue Round and Gerald Poole, continued to discharge the demanding legal responsibility for the church and maintaining its wide range of activities. Richard Haynes, our Lay Pastoral Minister (LPM) continued to support the outreach of the church, in particular, providing and organising the on-going funeral ministry to the parish and local community.

Until the Covid-19 lockdown, we maintained our regular services of worship in the absence of a vicar through the dedicated support of many people, including Readers, Rose Akeroyd, Fran Ellis and Richard Haynes; two retired clergy who are members of our congregation, Rev Barbara Fletcher and Rev John Wilkinson; Rev Peter Sellick who is also part of our congregation, and Elaine Carrington who, with other church members, led the Family Services. We also welcomed other clergy from the Diocese to preside at Communion, take baptisms and conduct weddings. Suzy Pearson, from Queen's College, also led worship as part of her placement at St Hilda's.

ARRIVAL OF REV JENNIFER CREWES

On 7th July 2020, we were delighted to welcome Rev Jenni Crewes as our new incumbent, which formally brought the interregnum to an end. At that point the country was still in the grip of the Covid-19 pandemic.

BUSINESS OF THE PAROCHIAL CHURCH COUNCIL (PCC)

The PCC met on seven occasions during 2020, including immediately following the Annual Parochial Church Council meeting in October. Of these, two were held "in person", one was held both in person and with a video link, and four (including the one immediately after the APCM) by Zoom. The average attendance was 86% of the PCC members.

The key business for the January PCC meeting was to complete our Parish Profile for the appointment of a new incumbent. This document was commended by the Archdeacon as a good example that other churches could follow.

From March onwards, the national lockdown due to the Covid-19 pandemic and the continuing restrictions had a serious impact on the life and mission of the church.

2020 was the 80th anniversary of the church. Due to the pandemic, most of our plans to mark this had to be shelved. However, the Three Shires Festival, a music festival which has become an annual event, was able to continue but only online. The fact that it happened at all is principally due to the support of John Barber, who co-ordinated its production.

Safeguarding of young and vulnerable people is an ongoing concern of the PCC, with a Safeguarding Team reviewing the legal and diocesan requirements and ensuring that St Hilda's Church implements them. A dedicated safeguarding mobile phone number enables safeguarding issues to be reported directly to the Safeguarding Team, and this continued to be monitored daily. The PCC's policies for Safeguarding, Health and Safety, Lone Working, and Responding to Domestic Abuse were reviewed in March in time for the PCC meeting on 11th March 2020. PCC formally adopted a Social Media and Mobile Phones Policy at its meeting on 3rd December 2020. In accordance with Section 5 of the Safeguarding and Clergy Measure 2016 the PCC has therefore complied with its duty to have due regard to the House of Bishops Guidance on safeguarding children and vulnerable adults.

During 2020, the PCC employed six persons: a Lay Pastoral Minister, an Organist/choirmaster, a Parish Administrator, a Youth Leader, an Assistant Youth Leader and a Hall Cleaner. The PCC was able to take advantage of the Government's furlough scheme for a number of these roles at various times during the pandemic.

Sadly the pandemic led to the need to close the Youth Club which had transferred to St Hilda's in September 2019 following the closure of St Mark's Londonderry. The Youth Leader and Assistant Youth Leader were therefore made redundant on 31st October 2020.

David Ellis, our Organist/choirmaster was due to retire from his role in December 2020. During the pandemic it was not possible to have a choir in church so, in order to save costs for the church, David kindly brought forward his retirement to November. This role has been left vacant following David's retirement until we are able to have a choir again.

Due to the pandemic, the PCC were unable to make progress with the proposal to pursue 'Ecochurch' Bronze registration.

FINANCE

A full account of the church's financial position follows from page 7. Due to a significant drop in income from being unable to hire out the hall, a reduction in the number of weddings and the loss of some regular givers the Church had to use reserves to meet the deficit for the year

The Church's total reserves in current, deposit and investment accounts on 31st December 2020 were £117,331, of which £5,060 were restricted and £112,271 were designated or unrestricted. It is the policy of St Hilda's PCC to maintain unrestricted reserves of at least the equivalent of two month's normal expenditure, approximately £20,000.

FABRIC

Because of the pandemic and the financial position of the church, it was not possible to progress a number of items that were highlighted as needing attention in the 2019 Quinquennial inspection. None of these required urgent attention. A couple of items were completed including the installation of lighting on along the church drive, for which our thanks goes to Peter Stokes and the installation of safety barriers along the church car park in front of the Hall.

Towards the end of 2020, our annual service of the church's two boilers led to one of them being condemned and taken out of commission and the other being given only a very limited life expectancy. A key fabric priority for 2021 will be the replacement of the church's current heating system.

In December reports were received of some unauthorised and unsavoury use of the church car park. Additional lighting on the church drive, extra CCTV signs, and coning off the drive have improved the situation but it is too soon to say if they have been totally successful.

ELECTORAL ROLL

On 31st December 2020, the electoral roll stood at 86 members, of which 32 were resident in the parish and 54 were non-resident: there were 28 males and 58 females.

CHURCH LIFE

During the first half of the year the Church was still in an interregnum. Until the lockdown caused by the Covid-19 pandemic forced the church to close, the established range of church services continued throughout the year, with the support of both our local retired and visiting clergy. The Sunday morning service is the main act of worship. Before lockdown, this was a Eucharist service except for the second Sunday of the month, when it was a Family and Parade service. During lockdown, when we were not meeting in church, this was replaced by an informal service of Morning Prayer. For the period from September to December we were able to celebrate Holy Communion in church, albeit with many members absent due to shielding from Covid-19.

Since March, the Order of Service for the Sunday morning service (and for occasional extra services such as the Commemoration Service, Advent, and at Christmas) has been emailed to church members and made available online via the church website. Whilst the Church was open between September and December 2020 this gave Church members the option of either worshipping in church or doing so at home. The Order of Service has regularly included musical elements compiled by John Barber from choir members sending him music recordings made at home. A particular mention needs also to be made of Mike Baynham who has sung many of the items accompanied on his guitar.

A key development instituted by Rev Jenni Crewes shortly after her arrival was the Zoom coffee meeting after church on Sunday morning. This has proved to be a very valuable opportunity for some Church members to keep in touch with each other.

Evening Prayer led by lay church members continued until the lockdown in March but has not taken place since then.

During lockdown the church has been kept open on Wednesday afternoons from 2 to 3 pm for private prayer. Prayer Ministry Team has continued and is open for prayer requests. These are shared via WhatsApp on a daily basis. There was also one "in person" meeting held outdoors in the period between lockdowns.

On 1st November we were able to have a service with some music to celebrate David Ellis' ministry as organist and choirmaster on his retirement from that role. The service ended with a rousing voluntary played by David and a tribute from many church members co-ordinated and compiled by John Barber.

Our annual Commemoration Service for bereaved families was made available as a YouTube service in November.

There was also a pet blessing service in the church grounds by Rev Jenni Crewes.

On 22nd December St Hilda's organised a nativity trail for all ages displaying the different scenes of the Christmas story in their front gardens and windows, finishing outside the church. Warley Meats also displayed one of the scenes outside. During advent we lit up the church garden with fairy lights and people were encouraged to bring their own decorations as symbols of prayer to hang on the tree.

The Service of Nine Lessons and Carols was broadcast via YouTube on Christmas Eve, with various church members recording voice parts of traditional carols which were put together by John Barber. We were also able to hold a small midnight communion service on Christmas Eve, with a small pre-booked congregation

and a choir of six singers, in line with both local authority and national guidelines that the total attendance had to be restricted to thirty people.

OUTREACH, CHARITABLE AND SOCIAL WORK

Until the lockdown in March 2020, we continued to train young people to sing in the church choir, alongside our adult choristers; our Rainbows, Brownies and Guides groups met weekly, as did the independent Scouts Group; and our table tennis club also met fortnightly. We are looking forward to the end of the restrictions in 2021 for these groups to be able to start meeting again. Until then our Hall is effectively closed to both church and external users and part has been turned into an office for our Lay Pastoral Minister.

For older people, the CAMEO (Come And Meet Each Other) club continues to meet on-line weekly and a group of people rings all members to check on their wellbeing on a regular basis.

Until the March lockdown, the Lay Pastoral Minister, with other Church members, took a service once a month at the only care home in the parish, Beechcroft, but sadly this also had to stop due to the pandemic. However, a service has been held at the Huntercombe Centre once a month on-line.

The Friendship Club that had been started by church members to support asylum seekers living in nearby accommodation, and continues to provide spiritual and practical help as appropriate. Some of the people attend worship at St Hilda's.

We have again supported our four adopted charities: Christian Aid, The Children's Society, the Mission to Seafarers and the Diocesan Fund for Malawi. In addition to our annual donations from church funds (that for the Malawi Fund was paid in 2020 and the other three are to be paid in early 2021 when cashflow permits), we have provided practical assistance by knitting garments for seamen, and home collecting boxes for The Children's Society. School materials and medical supplies collected in 2019 to send in a container to Malawi were not able to be sent in 2020, so no further materials were collected. These materials will be sent on the next container (currently scheduled for September 2021).

Sadly, following the March lockdown a number of activities by both the church and outside groups have had to be suspended. Zumba classes were able to continue on the church car park throughout the summer months but plans to partly reopen the hall, using Zumba as a pilot for this, had to be put on hold due to the second national lockdown.

ACKNOWLEDGEMENT

It is also appropriate in this report to acknowledge the contribution of my predecessor as PCC Secretary, Derek Latham, who died in March 2020. Before he resigned due to ill health in early 2020, he had held the post of PCC Secretary held for well over a decade and brought to the role unstinting energy, efficiency and dedication.

SUMMARY

In summary, therefore, the restrictions of the pandemic took a toll on the mission of the church during the year and this looks set to continue into 2021. It also severely impacted the church finances, leading to an annual deficit as shown in the accounts.

Despite this, with the work and technical skill of Rev Jenni Crewes and Richard Haynes, who together co-ordinated and produced many of our on-line services, support from our administrator, Rob Richards, when not on furlough, and the technical expertise of John Barber, in co-ordinating and producing our church music, St Hilda's was able to offer Sunday morning services online throughout the pandemic.

PCC Secretary (Name withheld with the approval of the Charity Commission).
January 2021

ST HILDA'S CHURCH, WARLEY WOODS ANNUAL ACCOUNTS FOR YEAR ENDING 31 DECEMBER 2020

OVERVIEW

Status: St Hilda's Church is the parish church for the Parish of Warley Woods in the Diocese of Birmingham. In 2018 the Parochial Church Council of the Ecclesiastical Parish of St Hilda, Warley Woods (PCC) became a registered charity with The Charity Commission of England and Wales, with the Registered Charity Number 1181258.

Premises: The church building, church hall, vicarage and grounds are the property of Birmingham Diocese. The PCC owns a scout hut on the site: this is hired exclusively to a scout troop on a fifteen-year repairing lease which was renewed in 2016. The electricity used by the scouts is paid by the church as part of the site charge, but separately metered and recharged at cost to them. The scout hut was valued at £117,700 for insurance purposes in 2014: this is included in the Statement of Assets and Liabilities at one third of this value, which better reflects the likely current market value.

Site Developments: The only significant site development in 2020 was the installation of safety barriers in the car park at a cost of £3,418.

Clergy and Interregnum: The church was in interregnum at the start of the year until the appointment of a vicar, Rev Jennifer Ruth Crewes, from 7th July 2020.

Lay Employees: The church started the year with six part-time lay employees: a Lay Pastoral Minister (LPM), an organist/choirmaster, a parish administrator, a cleaner, and two Youth Leaders who ran the Youth Group. The staff payroll is administered by Birmingham Diocese at no cost to St Hilda's Church. The LPM is a longstanding member of St Hilda's Church, and is an elected member of the PCC: he withdraws from meetings when staff matters were discussed. No other PCC member has been a church employee. One member until 25th October 2020, Mrs Frances Ellis, is the wife of the organist/choirmaster: she withdrew when staff matters were considered. No PCC member receives any honorarium or expenses arising from that position.

The restrictions resulting from the Covid-19 pandemic severely affected the finances of the church and the employment of the lay personnel. The Government Job Retention Scheme was applied to five employees who were placed on furlough on full pay from April 2020, only the LPM being excluded. With no immediate prospect of re-opening and running the Youth Group, the two youth workers were made redundant on 31st October. The Organist/choirmaster, who was due to retire at the end of 2020, resigned from 3rd November.

Outreach and Mission: Since April, outreach has been severely limited by the pandemic. The monthly service at 'Beechcroft' care home had to stop, and other work in the parish was mainly limited to funeral ministry and the provision of online services and contacts via the internet.

Charitable Giving: The usual fundraising activities for charities were not possible in 2020. The PCC did resolve to give £500 to each of its four on-going adopted charities, although only one of these donations, to Birmingham Diocese Malawi Fund, was made in 2020 because of cash-flow problems. The other three donations, to Christian Aid, The Mission to Seafarers, and The Children's Society, will be made in early 2021.

Accounting Basis: These accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

Bank Accounts: St Hilda's PCC has a current account held at the Bank of Scotland (BOS), six deposit accounts with Church of England Central Board of Finance (CBF) and one investment fund (the Porter-York Fund) held in CBF property shares. St Hilda's Church collects some fees as agent which it then redistributes: for example, payments from statutory fees made to the diocese, the organist, the vergers, the choir, and some minsters. It also holds money raised for charities, wedding deposits, hiring deposits for buildings, and electricity charges for the scout hut. None of these items are income and expenditure for St Hilda's Church itself, although handled through the BOS current account, and are held in an 'Agency' sub-account. On 31st December 2020 it held £788.

Sequestration Account: During an interregnum, Birmingham Diocese requires the church to maintain a separate 'Sequestration Account'. The portion of statutory fees due to the diocese in the interregnum period is paid into the account. The only charges against the account in 2020 were expenses incurred for visiting clergy to who took services during the interregnum. The account ran from 17th June 2019 to 7th July 2020, when the balance of £2,440 was paid to Birmingham Diocese.

Summary of Accounts: Compared with previous years, the income and expenditure were significantly reduced by the restrictions resulting from the Covid-19 pandemic. Total receipts were £71,494, and total payments £92,394, giving an overall deficit of £20,900 for 2020.

Income Sources: After mid-March the church hall was not in use for any meeting of church or community groups. Since hall hire is the major component of 'trading income', this was reduced to £4,395, compared with £17,659 in 2019. No worship services were held in church between mid-March and July, or in November, and at other times were restricted to an attendance of thirty, so income from collections was low. The church stewardship scheme has forty-two regular givers, and donations from those paying directly by bank transfer continued. However, gifts via the envelope scheme were interrupted, although some were aggregated by donors and paid later. Stewardship income was reduced to £31,341 (£36,743 in 2019). Consequently, the amount of gift aid recovered was also reduced to £7,703 (£10,236 in 2019). With most weddings cancelled and few funerals coming into church between mid-March and November, the income from statutory fees was £3,959 (£5,954 in 2019). The one unexpected income was a legacy of £10,000, which had not been transferred to the share account at the onset of the pandemic restrictions, and enabled the church to avoid a cash-flow crisis.

Expenditure: The main cost to the church (51% of expenditure in 2020) is the Common Fund (or Parish Share) paid to Birmingham Diocese and is based on the church's unrestricted income for the previous year. Despite lower income, the full amount of £47,992 was paid in 2020, £3,822 more than in 2019. Staff payroll was £24,563, £14,487 lower than in 2019, as a result of staff furloughs, two redundancies and the early resignation of the organist. Reduced running and utility costs for buildings arose from the lower use of buildings, partly offsetting the lower income.

Investments: The main investment holding is the CBF property share account, the Porter-York Fund. Unfortunately, trading in these shares was suspended at the onset of pandemic restrictions, and not resumed until October, at which time the withdrawal time was increased to three months. This meant that the church could not access the bulk of its reserves after March, thereby creating cash-flow difficulties towards the end of the year. Hence, there has been no change in the number of shares held by the Porter-York Fund, although their value dropped by £5,472 to £104,605. The fund provided dividend income of £5,278 (£6,006 in 2019), which was paid into the current account. The church also held six deposit accounts with CBF, one of which (CBF2250D) was closed in 2020. They yielded interest of £61 which was retained in the appropriate accounts.

Cash-flow and Reserves: The current account holding at the end of March was £20,029. This included both the legacy of £10,000, and the closure of Deposit Account CBF2250D, as planned, and the transfer of £5,411 for the salary and expenses of the Lay Pastoral Minister. When the pandemic restrictions started, this current account level was expected to cover the church activities until the fourth quarter without significant cash-flow problems. However, suspension of trading in the property shares prevented access to the

church's main reserve, forcing the PCC to change the designation of all designated deposit accounts so that they could be used to boost the current account and avoid a cash-flow crisis. In October, £5,400 was transferred from the Ministry Support Account (CBF2249D), and in November £1,400 was transferred from the designated part of the Hall Fund (CBF2337D) to the current account for general revenue purposes.

Reserve Policy: It is the policy of St Hilda's PCC to maintain unrestricted reserves equivalent to two month's normal expenditure, approximately £20,000. The unrestricted and designated current account holding at year end was £4,111, lower than that usually maintained because of the pandemic situation in 2020. With the unrestricted Porter-York share account holding, the amount available far exceeds the policy requirement. However, delay in accessing the money resulting from the increased withdrawal period now imposed for this account needs to be taken into consideration. Therefore, the PCC has arranged the transfer of £20,000 from the property share account to the current account in early 2021 to meet the deficit foreseen in the early part of 2021. It has also resolved to split the remaining reserve holding between the property share account and a deposit account with a shorter access period to ensure funds are quickly available, if required, and pandemic restrictions continue to adversely affect income.

The Unquantifiable: These monetary accounts cannot include the significant time and effort freely given by church members in supporting the work of the fellowship in many ways, albeit this was somewhat restricted in 2020. Specifically, the treasurer is grateful to the people who continued to give under the stewardship scheme, and the people count and bank the collections and other cash receipts week by week in normal circumstances.

ANNUAL ACCOUNTS FOR YEAR ENDING 31 DECEMBER 2020

RECEIPTS AND PAYMENTS

RECEIPTS						Total 2019
	Note	Restricted	Designated	Unrestricted	Total 2020	
Donations						
Stewardship	1					
Tax-efficient				£25,470.00	£25,470.00	£29,411.50
Other				£5,870.50	£5,870.50	£7,331.75
Collections at Services	2			£2,146.59	£2,146.59	£4,611.81
Gift Aid Recovered	3			£7,703.36	£7,703.36	£10,236.43
Other Voluntary Giving	4	£650.00		£4,510.12	£5,160.12	£6,368.78
Grants				£0.00	£0.00	£1,250.00
Bequests	5			£10,000.00	£10,000.00	£0.00
Donations Sub-total		£650.00	£0.00	£55,700.57	£56,350.57	£59,210.27
Charitable Activities						
Statutory Fees	6			£3,959.00	£3,959.00	£5,954.00
Trading Income	7,8			£4,395.44	£4,395.44	£17,658.90
Fundraising for Church	9	£162.77		£1,287.10	£1,449.87	£3,666.71
Charitable Activities Sub-total		£162.77	£0.00	£9,641.54	£9,804.31	£27,279.61
Investment Income						
Interest, Porter-York Fund				£5,278.37	£5,278.37	£6,005.87
Interest, Deposit Accounts		£3.65	£57.37	£0.17	£61.19	£216.72
Investment Income Sub-total		£3.65	£57.37	£5,278.54	£5,339.56	£6,222.59
TOTAL RECEIPTS		£816.42	£57.37	£70,620.65	£71,494.44	£92,712.47

PAYMENTS						Total 2019
	Note	Restricted	Designated	Unrestricted	Total 2020	
Fundraising Costs						
Cost of Fundraising	9			£238.36	£238.36	£1,615.30
Charitable Activities						
Diocesan Common Fund (Parish Share)	10			£47,922.00	£47,922.00	£44,100.00
Charitable and other donations	11			£564.00	£564.00	£2,349.35
Salaries, wages and honoraria	12	£781.74	£12,566.80	£11,214.84	£24,563.38	£39,050.00
Clergy and staff expenses	13		£277.67	£630.09	£907.76	£1,374.72
Charitable Activities Sub-total		£781.74	£12,844.47	£60,330.93	£73,957.14	£86,874.07
Site Running Expenses						
Mission and evangelism	14	£576.29			£576.29	£91.30
Church running expenses	15	£688.06		£6,603.10	£7,291.16	£15,857.71
Church utility costs	16			£2,214.21	£2,214.21	£3,888.99
Cost of trading	17	£210.41		£4,489.06	£4,699.47	£6,939.23
Site Running Expenses Sub-total		£1,474.76	£0.00	£13,306.37	£14,781.13	£26,777.23
Capital and Major Items						
Major projects	18		£3,417.64		£3,417.64	£14,152.32
TOTAL PAYMENTS		£2,256.50	£16,262.11	£73,875.66	£92,394.27	£129,418.92

EXCESS OF RECEIPTS	-£1,440.08	-£16,204.74	-£3,255.01	-£20,899.83	-£36,706.45
OPENING BALANCES					
Current Account	£4,293.12	£1,112.10	£6,578.06	£11,983.28	£28,906.45
Deposit Accounts	£2,206.56	£19,222.61	£42.07	£21,471.24	£41,254.52
CLOSING BALANCE, Current & Deposit Accounts	£5,059.60	£4,129.97	£3,365.12	£12,554.69	£33,454.52

ANNUAL ACCOUNTS FOR YEAR ENDING 31 DECEMBER 2020

STATEMENT OF ASSETS AND LIABILITIES

	Restricted	Designated	Unrestricted	Totals 2020	Totals 2019
Monetary Assets as of 31/12/2020					
Deposit Accounts					
CBF 2126D Church Fabric Account		£3,434.15		£3,434.15	£6,831.79
CBF 2142D Organ Account	£861.00			£861.00	£857.35
CBF 2237D Church Hall Account	£1,349.21	£99.52		£1,448.73	£2,836.92
CBF 2249D Ministry Support Account		£118.09		£118.09	£5,497.53
CBF 2250D Lay Pastoral Minister Account				£0.00	£5,405.58
CBF 2251D Gifts and Bequests Account			£42.24	£42.24	£42.07
Total, Deposit Accounts	£2,210.21	£3,651.76	£42.24	£5,904.21	£21,471.24
Bank of Scotland Current Account Funds					
Baby Group Fund	£217.86	£0.00	£0.00	£217.86	£217.86
Choir Fund	£518.70	£0.00	£13.99	£532.69	£655.20
Festival Fund	£192.96	£0.00	£0.00	£192.96	£192.96
Flower Fund	£0.00	£0.00	£99.00	£99.00	£0.00
Friendship Fund	£345.63	£0.00	£0.00	£345.63	£271.92
Hall Fund	£891.04	£50.00	£150.00	£1,091.04	£1,301.45
Lay Pastoral Minister Fund	£0.00	£258.70	£66.00	£324.70	£1,431.08
Ministry Support Fund	£5.35	£0.00	£0.00	£5.35	£5.35
Music and Organ Fund	£0.00	£0.00	£1,982.75	£1,982.75	£1,779.54
Social Fund	£0.00	£0.00	£330.00	£330.00	£330.00
Youth Group Fund (closed 2020 – see note 21)	£0.00	£0.00	£0.00	£0.00	£618.97
General Fund	£677.85	£169.51	£681.14	£1,528.50	£5,178.95
Total, Current Accounts	£2,849.39	£478.21	£3,322.88	£6,650.48	£11,983.28
Total Current and Deposit Accounts 31/12/20	£5,059.60	£4,129.97	£3,365.12	£12,554.69	£33,454.52
Cash in hand for trading, 31/12/20:					
Traidcraft Balance			£171.29	£171.29	£171.29
Refreshments Balance					£144.82
Investments:					
Porter-York Fund, shares at market value, 31/12/20			£104,605.44	£104,605.44	£110,077.81
TOTAL MONETARY ASSETS, 31/12/20	£5,059.60	£4,129.97	£108,141.85	£117,331.42	£143,848.44
OTHER ASSETS AND LIABILITIES					
Stock					
Traidcraft Stock (estimated - church building closed)				£50.00	£255.60
Buildings					
Scout Hut at one third of the insurance value in 2014				£39,233.00	£58,850.00
Vicarage Decoration Fund (held by Diocese and match funded on use)					
Balance on 31/12/20				£150.00	£218.00
Money Owed to the Church at 31/12/20					
Gift Aid Reclaim for December 2020				£805.98	£881.37
Money Owed by the Church at 31/12/20					
Uncashed cheque				£70.00	£98.89
Payment to Charities (deferred to early 2021)				£1,500.00	

* The designated Lay Pastoral Minister Fund in CDF 2250D was cleared and closed in February 2020

** On 31/12/20, the Bank of Scotland Current Account held £7,438.85, comprising:

Church Account (see above)	£6,650.48
Agency Holding (note 20)	£788.37
Sequestration Account (note 19)	£0.00
Account Total	£7,438.85

NOTES TO THE ACCOUNTS

1 Stewardship:

The church runs a stewardship scheme for regular giving either by direct payment into the church account or by envelope. The membership reduced to forty-two through death or leaving the area. Direct giving was not affected by the pandemic restrictions, but the envelope scheme was. 93.0% of regular giving qualified for gift-aid.

	Gift-aided	Non-GA	Total
Direct giving:	£24,603.00	£4,628.00	£29,231.00
Envelopes:	<u>£867.00</u>	<u>£1,242.50</u>	<u>£2,109.50</u>
Total:	£25,470.00	£5,870.50	£31,340.50

2 Collections at Services:

This figure, £2,146.59, includes all open plate collections at Sunday and occasional services, and any retiring collections for church funds. It is under half of the normal level because of members self-isolating and church closures.

3 Gift Aid Recovered:

The gift aid recovered in 2020, within tax years 2019-20 and 2020-21, was

Gift Aid:	£6,547.17	85.0%
GASDS [Small donations]:	<u>£1,156.19</u>	15.0%
Total:	£7,703.36	

In the tax year 2019-2020, the maximum level of GASDS recoverable, £2,000, was reached.

4 Other Voluntary Giving:

Apart from donations through the stewardship scheme and collections at services, voluntary donations are received in many other ways, including £91.70 from the donations box (wall safe), and £459.21 from retiring collections at free entry concerts. All voluntary donations have been significantly reduced by the restricted use of the buildings in 2020. The restricted £650 relates to donations specifically for the Friendship Fund.

5 Bequests:

One unrestricted bequest of £10,000 was received from the estate of the late David Hickman. This would normally be added to the Porter-York reserves, but in 2020 had to be used to meet the deficit arising from the Covid-19 restrictions.

6 Statutory Fees:

St Hilda's personnel conducted 47 funerals (18 of which came into the church, including one infant funeral), 2 weddings, and 1 baptism. Six weddings were postponed and no baptisms held after February because of the pandemic restrictions. The statutory income for the church (net of fees paid as agent to the diocese, organist, minister, vergers and choir) was £3,059.00. A further £900.00 was received as permitted 'charge for heating, lighting etc' for funerals and weddings, giving a total of £3,959.00 recorded as 'statutory fees'.

Funerals	£2,428.00
Weddings	£616.00
Baptism administration charges	£15.00
Other fees (Banns, Certificates etc)	<u>£0.00</u>
<i>Subtotal of fees:</i>	<u>£3,059.00</u>
Permitted charges	<u>£900.00</u>
Total:	£3,959.00

7 Hire of Buildings:

The church, church hall, and scout hut were in use by church and community groups at the start of 2020, but there were no meetings after mid-March, apart from periods when strictly-controlled worship services were possible. Since community hire is the major source of 'trading income', this income stream was greatly reduced in 2020. The Scout Hut is used by a Scout Troop on a fifteen-year repairing lease. Electricity used by them is recharged to them at cost by the church as 'agents', and excluded from the church accounts. The income from the hire of buildings was:

Church	£50.00
Church Hall	£2,803.00
Scout Hut	<u>£675.34</u>
Total Hiring Income:	£3,528.34

8 Other Trading Activities:

Other small activities that contribute to trading include the provision of 'remembrance' items, the use of the church's photocopier through charges for external users, and sales of the monthly parish magazine. The magazine was printed for some subscribers, and supplied to others on-line. The costs for the magazine are those for the printed inserts. Additional costs for photocopying the magazine and external use of the copier have not been quantified.

	Receipts	Costs	Net Income
External use of Photocopier	£86.60	£0.00	£86.60
Monthly Parish Magazines	£510.50	£209.00	£301.50
Remembrance Book and Plaques	£270.00	£0.00	£270.00

9 Fundraising for Church and Cost of Fundraising:

Little fundraising was possible after lockdown in March. The church has two ongoing fundraising activities, the sale of marmalade and the sale of Traidcraft items. Traidcraft goods are sold primarily to support the 'fair trade' movement worldwide, but also to raise funds for the church. Since the church building was closed under pandemic restrictions on 31st December, no stocktake was possible, but the stock holding is estimated to be approximately £50.

The restricted portion relates primarily to income for the Youth Group Fund (note 21).

The usual Summer Fair was cancelled, the 'Three Shires' Music Festival had to be held on line, and no Conservatoire Concerts were held after early March.

	Receipts	Cost	Net Income
Traidcraft Sales	£582.90	£238.36	£344.54
Marmalade Sales	£22.20		£22.20
Refreshments	£110.00		£110.00
Conservatoire Concerts	£459.22		£459.22
Other Fundraising	£112.78		£112.78

10 Diocesan Parish Share:

The full Parish Share contribution by the church to Birmingham Diocese is now based on the unrestricted and designated income of the church in the previous year, corrected for the cost of trading (hall hire) and legacies. In 2020 the church paid £47,922, its largest expense, and was the full sum agreed with the diocese, despite the church's reduced income for the year.

11 Donations to Charities and other Charitable Activities by the Church:

The church regularly supports four charities as part of its on-going mission work, and usually adopts one other 'annual' charity for which it raises funds throughout the year. In December, the PCC agreed to pay the usual sum of £500 to each of its four regular charities. However, because of cash-flow difficulties in late 2020, deferred the payment until early 2021 for three of them, The Children's Society, Christian Aid, and the Mission to Seafarers: only the £500 for the Birmingham Diocese Malawi Fund was sent in 2020. It is also the practice to send one Sunday collection to each of the four charities: £34 was sent to the Children's Society in January, but closure or limitation of Sunday services precluded such donations to the other three charities. No fundraising was possible for an Annual Charity in 2020. A further £30 was given locally in relief.

The church usually collects items to be sent annually in a container to Malawi through the Birmingham Diocese Malawi Fund and raises money to help finance it: the church is effectively acting as an agent for the Birmingham Diocese Malawi Fund in these transactions, which are excluded from the church accounts. No container could be sent in 2020, so £813.37 is still held in the Agency Account to support the next container.

The church continued to support The Mission to Seafarers by supplying knitted items sent to The Mission for Seafarers (241 items including hats, scarves, gloves and balaclavas). Members also knitted hats for premature babies and blankets for Birmingham Children's Hospital. Food was collected for the Smethwick Food Bank.

12 Salaries, Wages and Honoraria:

The church started 2020 in interregnum, but a new vicar was appointed from 7th July, paid by Birmingham Diocese.

At the start of 2020, the church employed six persons, part time:

- a Lay Pastoral Minister (LPM), in post until October 2021,
- an Organist/Choirmaster, due to retire at the end of 2020,
- a Parish Administrator,
- two Youth Leaders, responsible for the Youth Group, and
- a Cleaner.

The payroll of all employees is administered by the Birmingham Diocese without charge. Deputy organists were paid directly from the general fund. No other adult person is paid by the church, other than reimbursement of expenses. Small honoraria are paid to members of the Church Choir up to age 18 for attending services and choir rehearsals: £234.70 in total in 2020.

Because of restricted activity arising from the Covid-19 pandemic, it was necessary to place the two Youth Leaders, the Organist/Choirmaster, and the Cleaner on furlough on full pay from April under the Government Job Retention Scheme. The Cleaner was removed from furlough when restricted worship services and funerals restarted. The Parish Administrator was also furloughed during the November lockdown. This resulted in a net saving of £5,780.35 in salary costs.

Because there was no immediate prospect of the Youth Group reopening, the two Youth Workers were made redundant from 31st October at a cost of £366.56 in redundancy pay.

The Organist/Choirmaster resigned two months ahead of his official retirement date.

At 31st December the church was employing only the Lay Pastoral Minister (three days per week), the Parish Administrator (six hours per week) and the Cleaner (six hours per week).

13 Clergy and Staff expenses:

The church is responsible for transport, telephone and other expenses incurred by the Vicar, its own employees, and laity in the course of their duties for the church. 'Zoom' has been used to hold PCC meetings, some worship services, and weekly 'Zoom coffee meetings': the Zoom licence is paid by the Vicar and reclaimed on expenses.

14 Mission and Evangelism:

This aspect of the church's work was severely curtailed because of the reduced contact permitted under the pandemic restrictions: for example, the monthly service at Beechcroft care home was not possible. Thus, the outreach work of a Lay Pastoral Minister was impaired, but he did maintain his funeral ministry within the guidelines. The work of the Friendship Group supporting local asylum seekers continued within the limits of the restrictions, accounting for the restricted funds.

15 Church and Site Running Expenses:

This item covers the cost of maintaining and insuring the church building, maintaining the grounds, regular tuning of the organ and piano, worship materials, and other incidentals in the day-to-day operation of the church. Utility costs (note 16), hall costs (note 17), and one major item (note 18) are considered separately. The main running expenses for the church were:

Insurance (church building)	£2,603.69
Site and Church Maintenance	£868.28
Telephone, broadband and website	£916.37
Office supplies and Photocopying	£1,311.04
Organ and Piano tuning	£256.00
Vicarage Fund [held by Birmingham Diocese]	£100.00
Church Copyright Licence	£674.18
Worship materials*	<u>£561.60</u>
	£7,291.16

* Candles, communion elements, palm crosses, baptism materials etc

Weekly church flowers are provided by members of the congregation and parish, except for major festivals when donations are made to a Flower Fund, which held £99.00 at year end.

Birmingham Diocese holds a Vicarage Fund for St Hilda's Church for the redecoration of the vicarage, which it match funds equally when used. This was reduced to the minimum of £50 when the new vicar took up residence in July, and the PCC subsequently resolved to transfer £100 per annum to this fund at year end. It now holds £150, and is reported under 'Other Assets' in these accounts.

16 Church Utility Costs:

With lower usage of all buildings from mid-March, fuel costs were only 57% of those in 2019.

Electricity	£558.69
Gas	<u>£1,655.52</u>
Total:	£2,214.21

Electricity is charged against a single meter for the site, but the hall usage and scout hut usage are separately metered internally: the cost is split pro rata on consumption in the three buildings. The scout hut electricity is recharged to the scout group at cost, the church acting as agent.

Church and hall gas usage are separately metered and charged to church utilities and hall costs in the cost of trading.

17 Cost of Trading:

The main cost of trading arises from the running costs of the church hall used by community and church groups. All use of the hall ceased in March, apart from the two offices used by the Lay Pastoral Minister and the Parish Administrator.

The other item charged to the cost of trading was the printed inserts for the Parish Magazine (note 8).

Electricity	£1,525.35	
Gas	£503.32	
Water	£179.20	
Insurance	£2,064.20	
Maintenance	£210.41	Taken from restricted donations for hall maintenance
Cleaning Expenses	<u>£7.99</u>	
Hall Running costs	£4,490.47	
Magazine inserts	<u>£209.00</u>	
Total Cost of Trading	£4,699.47	

The income for the church hall from lettings (January to mid-March) was £2,803.00, giving a net deficit of £1,687.47 on running costs for the Church Hall.

18 Major Capital Items:

There was one major item of expenditure, the installation of safety barriers in the car park costing £3,417.64, financed from the Church Fabric Reserve Account, CBF2126D.

19 Sequestration Account:

During an interregnum the church is required by the diocese to maintain a 'sequestration account'. This was opened in June 2019, and closed on 7th July 2020 when a new incumbent took up her post. The portion of statutory fees due to the diocese is paid into this account, and costs associated with external clergy taking services during the interregnum are offset against this. The money in the account was held within the church's Bank of Scotland Current Account, but not considered part of the church's assets and, therefore, excluded from the Annual Accounts of St Hilda's Church. £2,440.08 was paid on closure.

Balance on 1/1/20	£877.08
Diocesan share of statutory fees	£1,671.00
Expenses for ministers	-£108.00
Paid to diocese, 7/7/20	<u>-£2,440.08</u>
Balance on 31/12/20	£0.00

20 Agency Holdings and Bank of Scotland Current Account Reconciliation:

The 'Agency Holding' is money held by the church in its Bank of Scotland current account as agents for other organisations or persons. This does not form part of the church's assets, and, therefore, is excluded from the church accounts. On 31st December 2020 the Agency Holding comprised:

Charity Holding [Birmingham Diocese Malawi Fund]	£813.37
Charity Holding for Annual Charity	£40.00
Advance Statutory Fees *	-£465.00
Damage Deposits for Church Hall hirers	£400.00
Scout Hut Electricity due [recharged at cost to Scouts – paid up]	<u>£0.00</u>
	£788.37

* Some funeral costs were paid out in December 2020, but the fees not received until January 2021

The total holding in the Bank of Scotland Current Account on 31st December 2020 is reconciled by the inclusion of the Agency Account. The Sequestration Account was closed in 2020 (note 19):

	End 2020	End 2019
Church money in BOS Account	£6,650.48	£11,983.28
Agency holdings in BOS Account	£788.37	£661.31
Sequestration Account in BOS Account (note 19)	<u>£0.00</u>	<u>£887.08</u>
Closing value, Bank of Scotland Account, 31/12/20	£7,438.85	13,521.67

21 Youth Group Fund

The Youth Group ceased operation in March because of Covid-19 restrictions. The two youth workers were employed on full pay under the Government Job Retention Scheme, until October 31st, when they were made redundant since there was no immediate prospect of re-starting the Youth Group. The starting balance was £618.97. The fund had an income of £162.77 from subscriptions and refreshment sales. Expenditure on salaries (net of furlough payments) and rent was £1,639.45. This left a deficit of £857.71 on 31st October 2020, which was met by the church and the fund closed with zero balance.

End of notes

DEPOSIT AND INVESTMENT ACCOUNTS

Cash-flow problems arising from the pandemic restrictions and the inaccessibility of the Porter-York share account led to a PCC resolution on 6th August 2020 whereby the existing designations were removed on three deposit accounts, CBF2126D, CBF2237D (designated portion only), and CBF2249D. These funds were re-designated as 'emergency funds in the current Covid-19 crisis'.

DEPOSIT ACCOUNT CBF2126D - CHURCH FABRIC ACCOUNT

A Designated Account for the additional maintenance of the Church building and site. One withdrawal was made (note 18). On 6th August the PCC re-designated this account as 'emergency funds in the current Covid-19 crisis'.

	Credit	Debit	Total
Starting Balance, 1/1/20			£6,831.79
Withdrawal for Safety Barriers		£3,417.64	£3,414.15
Bank Interest (total over year)	£20.00		£3,434.15
Closing Balance, 31/12/20			£3,434.15

DEPOSIT ACCOUNT CBF2142D – CHURCH MUSIC ACCOUNT

A Restricted account to cover all aspects of church music, including the organ.

	Credit	Debit	Total
Starting Balance, 1/1/20			£857.35
Bank Interest (total over year)	£3.65		
Closing Balance, 31/12/20			£861.00

DEPOSIT ACCOUNT CBF2237D – CHURCH HALL ACCOUNT

This account contains both restricted and designated holdings for the same purpose, maintenance of the Church Hall. Interest is applied to the designated holding. On 6th August the PCC re-designated the designated portion of this account as 'emergency funds in the current Covid-19 crisis'.

CHURCH HALL ACCOUNT [Designated]

A Designated Account for the maintenance of the Church Hall.

	Credit	Debit	Total
Starting Balance, 1/1/20			£1,487.71
Withdrawal, 26/11/20 (emergency use)		£1,400.00	£87.71
Bank Interest (total over year)	£11.81		£99.52
Closing Balance, Designated, 31/12/20			£99.52

CHURCH HALL ACCOUNT [Restricted]

A Restricted Account for the maintenance of the Church Hall.

	Credit	Debit	Total
Starting Balance, 1/1/20			£1,349.21
No Transaction			
Closing Balance, Restricted, 31/12/20			£1,349.21

Total closing balance of account (restricted and designated) = £1,448.73

DEPOSIT ACCOUNT CBF2249D - MINISTRY SUPPORT ACCOUNT

A Designated Account to support the spiritual growth of the Church: arising from the historic Mary Lee Legacy. On 6th August the PCC re-designated this account as 'emergency funds in the current Covid-19 crisis'.

	Credit	Debit	Total
Starting Balance, 1/1/20			£5,497.53
Withdrawal, 6/10/20 (emergency use)		£5,400.00	£97.53
Bank Interest (total over year)	£20.56		£118.09
Closing Balance, 31/12/20			£118.09

DEPOSIT ACCOUNT CBF2250D – LAY PASTORAL MINISTER ACCOUNT

A Designated account for the employment of the Lay Pastoral Minister. The total sum was withdrawn on 14th February and the account closed.

	Credit	Debit	Total
Starting Balance, 1/1/20			£5,405.58
Bank Interest, 14/2/20	£5.00		£5,410.58
Withdrawal and closure, 14/2/20		£5,410.58	£0.00
Account closed			

DEPOSIT ACCOUNT CBF2251D - GIFTS AND BEQUESTS ACCOUNT

An Unrestricted Account to hold legacies and large gifts.

	Credit	Debit	Total
Starting Balance, 1/1/20			£42.07
Bank Interest (total over year)	£0.17		
Closing Balance, 31/12/20			£42.24

INVESTMENT ACCOUNT - PORTER-YORK FUND

An Unrestricted Account invested in CBF Property Shares arising from two large legacies, to be used at the discretion of the Incumbent and Churchwardens. There were no deposits or withdrawals in 2020, and the holding of 80,832.58 shares was unchanged throughout the year. However, as a result of the pandemic, trading was suspended from April until October, the dividends were reduced, and the value of the holding decreased by £5,472.37 over the year as the share value decreased. Quarterly interest was paid into the General Fund in the Bank of Scotland current account, totalling £5,278.37, which was £727.50 less than in 2019.

Value of the Investment

	Shareholding	Mid-value (£/ share)	Investment value
Opening Investment Value, 1/1/20	80,832.58	136.18	£110,077.81
Closing Investment Value, 31/12/20	80,832.58	129.41	£104,605.44

Interest received in 2019

	Shareholding	Dividend (p)	Interest
28/02/20, 4 th Quarter, 2019	80,832.58	1.96	£1,576.24
29/05/20, 1 st Quarter, 2020	80,832.58	1.77	£1,430.74
28/08/20, 2 nd Quarter, 2020	80,832.58	1.39	£1,123.57
30/11/20 3 rd Quarter, 2020	80,832.58	1.42	£1,147.82
Total Investment Income in 2020			£5,278.37

APPROVAL OF ACCOUNTS

The *Annual Report* as set out on pages 3 to 6 was

prepared by the PCC Secretary
(name withheld with approval of The Charity Commission)

The *Annual Accounts* set out on pages 7 to 17 were
prepared by Dr Terry Daniels as Treasurer of St Hilda's PCC
and examined by Mark J W Jennings, ACA, ICAEW

Both sections were approved by St Hilda's Parochial Church Council on 15th April 2021

Signed:



Rev Jennifer Ruth Crewes (Chair)

Signed:



Mrs Susan Round (Churchwarden)

Date: 16 April 2021

Date: 16 April 2021

END OF 2020 ANNUAL REPORT AND ACCOUNTS FOR ST HILDA'S PCC, WARLEY WOODS

INDEPENDENT EXAMINER'S REPORT

Report to trustees of St Hilda's Church, Warley Woods
Registered Charity No 1181258

On the Annual Accounts for the year ended 31st December 2020
as set out on pages 7 to 17

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility, as Independent Examiner, to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Direction given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning 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 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 Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Signed:



Date: 9th April 2021

Mark J W Jennings, ACA, ICAEW
3, Clent Drive, Hagley, Stourbridge, DY9 9LN

Disclosures:

