

THE PAROCHIAL CHURCH COUNCIL OF THE GOOD SHEPHERD, COLLIER ROW

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**



THE PAROCHIAL CHURCH COUNCIL OF THE GOOD SHEPHERD, COLLIER ROW
(Charity Registration No: 1134080)

Incumbent	Rev Canon David Hague
Honorary Treasurer	Mr T Nudds
Parish Office	3 Redriff Road Collier Row Romford Essex RM7 8HD
Bank	Barclays Bank Plc 36/38 South Street Romford Essex RM1 1RH
Independent Examiner	Ms K T Lee, ACMA Mawney Accountancy 1 Beech Street Romford Essex RM7 7LA

The PCC presents its report with the Accounts of the Church for the year ended 31 December 2020

Principal Activities and Governing Documents

The principal activity in the year under review was that of a Parochial Church Council to a Church of England Parish Church. The Church of England and its parishes are "exempted charities". The PCC (Powers) Measure 1956 states that the PCC "is to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical".

Objectives and Activities in the year

Due to the COVID pandemic, the objectives and activities have had to adapt significantly in order to respond to the circumstances. Church buildings were closed at the end of March and we moved to online services. A new YouTube channel was created to enable us as a church to continue to minister. Initially the services were recorded and sent out to the congregation each week so that they could watch from home. In August, we could run services in church for a limited number of people, therefore introduced a booking system using Eventbrite to enable the congregation to book a place. Services would also continue online for those who could not attend. Our Audio Visual team worked hard to enable us to livestream our Sunday morning services from the Autumn. New equipment was purchased in order for this to be possible.

We invested in a Zoom account to enable us to continue to host meetings, groups, and some services throughout the year. The Children and Families Ministry under the leadership of Marcus Giddy held a family zoom service every Sunday to engage the children and families in the church. When we were allowed to open the building, he also held a socially distanced family service in the church hall too. Zoom has been used for both Homework Club, and Ignite to ensure that we keep contact with the children and young people through this pandemic. Our Holiday Club was also held via zoom in the Summer.

Our Monday evening prayer meeting has continued via zoom, and has become a weekly event led by Tim Venton

We launched the **Love Your Neighbour** campaign, headed up by Chris James. The campaign was a wonderful demonstration of how the church is called to join in God's mission and to bless others. It encouraged the community to get in touch if they needed help or support during the lockdown. This also included providing meals for the Romford Grange care home, led by Yvonne Johnson, and snacks for the nurses at Queens hospital, led by Roshini Hyde.

In February **Julie Clay**, our Operations Director, left her role and began a new role as BID Director within the Romford BID Company – a not-for-profit, business-led and business funded body formed to improve a defined commercial area within Romford Town Centre.

Sam Field began working as St Cedds coordinator as a contractor in April and began her permanent position for St Cedds and as PA to our Vicar, David Hague in October.

THE PAROCHIAL CHURCH COUNCIL OF THE GOOD SHEPHERD, COLLIER ROW
(Charity Registration No: 1134080)

The PCC also continues to employ the following staff:

Marcus Giddy – Children and Families Pioneer Minister

Vicky Darke – Church Administrator

Jason Lilley – Youth Worker

Teresa Perry – Children and Families Worker

The **Quinquennial inspection** was completed on 16th July. A number of repairs were flagged up and our Buildings Manager, Norman Filmer, instructed Fullers to complete the most urgent work. This was completed in December to a high standard.

Other highlights:

- Marcus Giddy and Chris Harrigan were selected for ordination training. Marcus is completing his training alongside his current role at CoGS. Chris and Rebecca Harrigan have moved to Bristol where Chris will complete his training at Trinity College.
- Evans Ofoajoku was elected by the Vacancy in See Committee to the Crown Nominations Commission and was involved in appointing the next Bishop of Chelmsford.
- Guy and Sally Hall continue to rent the curatage, 470 Mawney Road at a revised rent of £900 p/m in a Tenancy Agreement that started on 1st September 2020.

Membership of the PCC

The Annual Parochial Church Meeting is usually held every April, however, due to the pandemic it was held in October. At this meeting, the PCC reports on its activities and presents its accounts. Members are then elected to the PCC by those on the Electoral Roll in accordance with the Church Representation Rules.

The following people served on the Council during 2020:

David Hague	Chair, Vicar
Evans Ofoajoku	Vice Chair, Churchwarden and Deanery Synod Member (re-elected in October 2020 - April 2023)
Kerry Garwood	Churchwarden (April 2017 - April 2021)
Julie Frost	PCC Secretary (until October 2020) - coopted
Vicky Darke	PCC Secretary (from October 2020)
David Harrigan	Pioneer Curate
Sue Baul	Deanery Synod Member (April 2017 until October 2020)
Tim Nudds	Treasurer (April 2018 - April 2021)
Jason Frost	Deanery Synod Member (re-elected in October 2020 - April 2023)
Lesley Judd	Deanery and Diocesan Synod Member (re-elected in October 2020 - April 2023)
Karen James	(April 2017 – October 2020)
Sue Hollick	(April 2017 – October 2020)
Chris Harrigan	(until August 2020)
Charlotte Turner	(April 2018 – October 2021)
Norman Filmer	(April 2019 – October 2022)
Kerry Shipley	(April 2019 – October 2022)
Yvonne Johnson	(April 2019 – October 2022)
Ian Phillips	(October 2020 – April 2023)
Edith Brown	(October 2020 – April 2023)

Committees

The PCC has given time to extend and develop the sub-committees, in order to involve more people, including both PCC members and other church members, to increase resilience and improve succession. In this way we are less dependent on particular individuals. The following sub-committees exist to assist the PCC:

Standing Committee: This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This group consists David Hague (Chair), Evans Ofoajoku, Kerry Garwood, Tim Nudds and Vicky Darke.

Mission Action Group (MAG): This committee oversees the giving away of at least 10% of the income derived from the Church during the financial year. The following people served on the team during 2020: Ian Phillips (Chair), Sue Baul, Hayley Harrigan, Tim Venton, Karen James, Ike Umunna and Lesley Judd. Many thanks to all the MAG Committee members, some of whom do not serve on the PCC.

Finance Team: This committee works through the details of the church finances. The finance team consists of Tim Nudds, Evans Ofoajoku and Kerry Garwood.

Buildings Team: Norman Filmer is our buildings manager and is working with the office and the Churchwardens to ensure the building is maintained.

Safeguarding Team: The work of this team has continued to be a high priority in 2020, with membership including Kerry Shipley (PSR), Kerry Garwood (Churchwarden), Vicky Darke (Church and DBS administrator), Karen James (PCC), and Jason Frost (PCC).

The PCC has an agenda item on safeguarding at every meeting and has added a new online safety information to our Safeguarding manual.

Hospitality Team: This team are on hand for the main hospitality requirements of the church. The core team consists of Yvonne Johnson, Kerry Garwood and Wendy Hague, with a strong group of people delivering the catering.

Deanery Synod: Three members of the PCC sit on the deanery synod – Jason Frost, Lesley Judd and Evans Ofoajoku. This provides the PCC with an important link between the parish and the wider structures of the church. Lesley Judd also attends the Diocesan Synod.

The Electoral Roll: Details with regards to our Electoral Roll can be found in the full APCM Report.

Financial Activities – The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church, and which ensure that the financial statements comply with the Charities Act 1993 and the regulations issued in 1995 and 2000, revised in 2005. This report has been produced according to guidance dated 2006 issued by the Archbishop's Council of the Church of England. The PCC is responsible for safeguarding the assets of the Church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The financial activities of the PCC are set out in the attached financial statements.

Ongoing Financial Commitments

At the date of the report, the PCC confirms that each fund has sufficient assets to fulfil its obligations.

Taxation Status

The PCC is an exempt charity for taxation purposes as a church defined as a place of worship under the Place of Worship Act 1855.

Reserves Policy

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to three months' unrestricted payments. This is equivalent to £45,864. The purpose is to absorb fluctuations in cash flow and to meet emergencies. The balance of the free reserves at year end was £101,159 (CCLA Account-General Fund), which is higher than the target. Ironically, income for the year under review was significantly less than the previous year but the reserve balance increased as a result of reduced ministry activity directly attributable to Covid disruptions. In addition, there is a general month to month surplus (circa £5-10k) within the Barclays Current account once the restricted funds are totaled against the remaining balance.

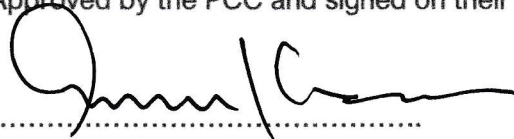
Related Party Transactions

Donations from related parties (Trustees / PCC members) amounted to £40,189 during the year. This sum included donations totaling £825 which were given to Sue and Leon Thomas to cover emergency expenses on their emergency trip home from Cambodia.

Two paid staff of the Church during the year also served as members of the PCC (Vicky Darke and Julie Frost). The total salaries figure shown in the accounts includes the amounts payable to them for duties in accordance with their terms of employment.


Some members of the PCC and their families have also reclaimed reasonable eligible expenses.

Approved by the PCC and signed on their behalf:



Evans Ofoajoku (Churchwarden)

Date: 27/4/2021



Kerry Garwood (Churchwarden)

INDEPENDENT EXAMINER'S REPORT

I report to the trustees of the PCC on my examination of the accounts for the year ended 31 December 2020, which are set out on pages 7 to 14.

Respective responsibilities of the PCC and the Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed. I am qualified to undertake the examination by being a member of The Chartered Institute of Management Accountants.

It is my responsibility to:

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

Basis of this Report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention in connection with examination

1. giving me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with accounting requirements of the 2011 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.

Ms K T Lee, ACMA
Mawney Accountancy
1 Beech Street
Romford
Essex
RM7 7LA

Signed:



Date:

27/4/21

STATEMENT OF FINANCIAL ACTIVITIES
For the Year ended 31 December 2020

		General Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£	£
Incoming Resources							
Voluntary income	2a	193,349	3,320	13,046	-	209,714	241,108
Activities for generating funds	2b	-	-	-	-	-	-
Income from investments	2c	8,603	-	44	11	8,659	994
Church activities	2d	5,801	-	-	-	5,801	26,458
Other incoming resources	2e	952	-	-	-	952	16,597
		208,705	3,320	13,090	11	225,126	285,157
Resources expended							
Church activities	3a	31,403	3,880	340	-	35,623	78,161
Ministry Costs	3b	120,329	-	14,148	-	134,477	167,156
Church Running Costs	3c	31,725	-	7,506	-	39,231	45,325
Costs of raising funds	3d	-	-	-	-	-	-
		183,457	3,880	21,994	-	209,332	290,643
Net incoming/ (outgoing) resources		25,248	- 561	- 8,904	11	15,794	- 5,485
Transfers between funds		- 6,260	1,856	7,293	- 2,888	- 0	-
Net movement in funds		18,988	1,295	- 1,612	- 2,876	15,794	- 5,485

BALANCE SHEET
as at 31 December 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible fixed assets	5	414,058	414,058
Current Assets			
Debtors	6	5,016	5,231
Short term deposits		111,638	111,165
Cash at bank and in hand		50,192	37,560
		166,846	153,956
Creditors: amounts falling due within one year	7	8,282	11,187
Net current assets/(liabilities)		158,564	142,769
Total assets less current liabilities		572,622	556,827
Parish Funds			
Unrestricted funds	8	148,851	129,863
Fixed Asset funds	8	414,058	414,058
Designated funds	8	-	- 1,295
Restricted funds	8	9,713	11,325
Endowment funds	8	-	2,876
		572,622	556,827

The accompanying notes on pages 11 to 18 form a part of these Accounts.

Notes to the Financial Statements for the year ended 31 December 2019

1. Accounting Policies

a. Accounting Convention

The PCC is a public entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention except for investment assets which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible by law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

b. Fund accounting

Funds held by the PCC are:

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

Restricted funds comprise (a) income from trusts or endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used, either as restricted or unrestricted funds, depending on the purpose for which endowment was established in the first place.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Funds designated as invested in fixed assets for the PCC's own use are abated in line with those assets' annual depreciation charges in the SOFA. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

c. Incoming Resources

Voluntary Income

Collections are recognised when received.

Planned giving receiving is recognised only when received.

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

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from Investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All Other Income

All other income is recognised when it is receivable.

d. Resources Used

Resources expended are accounted for on an accruals basis and are accounted for gross, apart from independent reviewer's remuneration and accountancy and grants and donations which are accounted for when paid over, or when rewarded where the award creates a binding obligation on the PCC.

Support costs are apportioned to activities in proportion to the estimated proportion of time spent on those activities by the Parish Administration.

Church Activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e. Assets

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Moveable church furnishing

Moveable church furnishings are not included in the accounts unless sufficient cost information is available, but all items are included in the Church's inventory.

Tangible Fixed Assets used by Charity,

All expenditure on consecrated or benefice buildings and other fixed assets costing under £1,000 are written off in the year they are incurred.

The freehold land and buildings held during the year consists of the Curatage at 470 Mawney Road and the Church Hall.

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

Short Term Deposits

These are the cash held on deposit either with the CCLA or at the bank.

2. Incoming Resources

	General Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
a. Voluntary income						
Regular giving	68,051	-	-	-	68,051	99,882
Parish Giving Scheme	79,539	-	-	-	79,539	45,135
Loose plate collections	6,368	-	-	-	6,368	23,358
Other gifts	1,623	-	-	-	1,623	18,329
Special collections	-	2,295	-	-	2,295	1,901
Tax recoverable on Gift Aid	34,269	595	-	-	34,863	39,025
Grants	3,500	-	13,046	-	16,546	13,478
Love Your Neighbour - Scrubs	-	50	-	-	50	-
Love Your Neighbour NHS	-	230	-	-	230	-
Love Your Neighbour -Foodbank	-	150	-	-	150	-
	193,349	3,320	13,046	-	209,714	241,108
b. Activities for generating funds	-	-	-	-	-	-
c. Income from investments						
Bank and building society interest	502	-	44	11	558	994
Rent from Curatage	8,101	-	-	-	8,101	-
	8,603	-	44	11	8,659	994
d. Income from charitable activities						
Fees for weddings and funerals	3,182	-	-	-	3,182	4,671
Youth - Ignite	345	-	-	-	345	2,035
Youth - Destiny	97	-	-	-	97	420
C&F - Starlight	666	-	-	-	666	3,076
C&F - H/W Club	261	-	-	-	261	1,769
C&F - Powersurge	44	-	-	-	44	244
C&F - Lighthouse	-	-	-	-	-	15
Boxercise	704	-	-	-	704	1,572
Business Network Forum	-	-	-	-	-	9,854
Refresh (Women)	5	-	-	-	5	720
Care & Share	498	-	-	-	498	2,082
	5,801	-	-	-	5,801	26,458
e. Other incoming resources						
Income Generation	-	-	-	-	-	605
Miscellaneous income	952	-	-	-	952	5,447
Marriage & Family	-	-	-	-	-	13
St.Cedd's	-	-	-	-	-	10,138
Admin/ Stationery	-	-	-	-	-	194
Pioneer Initiative	-	-	-	-	-	200
	952	-	-	-	952	16,597
	208,705	3,320	13,090	11	225,126	285,157

THE PAROCHIAL CHURCH COUNCIL OF THE GOOD SHEPHERD, COLLIER ROW
(Charity Registration No: 1134080)

3. Resources Expended

	General Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
a. Church mission and charitable giving						
Mission and Outreach	31,403	292	340	-	32,035	76,839
Special gifts	-	3,589	-	-	3,589	1,322
	31,403	3,880	340	-	35,623	78,161
b. Ministry Costs						
Diocesan Parish Share	70,973	-	-	-	70,973	71,401
Other ministry costs	5,998	-	-	-	5,998	13,588
Salaries and pension costs	43,358	-	14,148	-	57,506	82,167
	120,329	-	14,148	-	134,477	167,156
c. Church Running Costs						
Administration	7,128	-	-	-	7,128	9,751
Church running expenses	-	-	-	-	-	-
Church maintenance	9,712	-	7,506	-	17,218	16,854
Church insurance	3,113	-	-	-	3,113	3,347
Church utilities	8,213	-	-	-	8,213	9,695
Independent examiners remuneration	800	-	-	-	800	800
Parish training and mission	1,039	-	-	-	1,039	2,960
Repairs & Maintenance -Curatage	486	-	-	-	486	-
Music and Instruments	48	-	-	-	48	100
Licence fees & Audio-Visual Equipment	1,187	-	-	-	1,187	1,817
	31,725	-	7,506	-	39,231	45,325
d. Costs of raising funds	-	-	-	-	-	-
	183,457	3,880	21,994	-	209,332	290,643

4. Staff costs and related party transactions

a. Staff costs and numbers	2020	2019
Wages, salaries, social security & pensions.	57,506	82,167
Average number of employees	5	6

b. Related parties' transactions.

One employee, Vicky Darke is a trustee and member of the PCC, she is not being paid for being a trustee or PCC member. Measures are in place to ensure that no conflicts of interest arise.

A small immaterial portion of the expenses paid to the incumbent may have related to his services as the chairman of the PCC.

Donations received without conditions from related parties (Trustees and PCC members) amounted to £40,159 during the year made up of £39,334 regular giving and eight gifts amounting to £825 for the repatriation of overseas missionaries.

No gifts were made to members to the PCC and or their families during 2020.

5. Tangible Fixed Assets

	Church Hall £	Curates House £	Total £
Actual/deemed cost			
At 1 January 2020	442,568	75,000	517,568
Disposals	-	-	-
Additions	-	-	-
At 31 December 2020	<u>442,568</u>	<u>75,000</u>	<u>517,568</u>
Depreciation			
At 1 January 2020	88,510	15,000	103,510
Disposals	-	-	-
Additions	-	-	-
At 31 December 2020	<u>88,510</u>	<u>15,000</u>	<u>103,510</u>
Net book amounts			
At 31 December 2020	<u>354,058</u>	<u>60,000</u>	<u>414,058</u>
At 31 December 2019	<u>354,058</u>	<u>60,000</u>	<u>414,058</u>

The tangible fixed assets are insured for £10,400,000 for the church and church hall and £265,504 for the curates house.

6. Current Assets

	2020	2019
	£	£
Income tax recoverable	3,444	3,830
Prepayments & accrued income	1,573	1,401
Other debtors	-	-
	<u>5,016</u>	<u>5,231</u>

7. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals & deferred income	4,982	10,387
Independent Examination fee	800	800
Deferred Income	2,500	-
Other creditors	-	-
	<u>8,282</u>	<u>11,187</u>

8. Statement of funds

	Bal f/fwd 01/01/2020	Income	Expenditure	Transfers Other gains & losses	Bal c/fwd 31/12/2020
	£	£	£	£	£
Unrestricted Funds					
PCC General fund	129,863	208,705	- 183,457	- 6,260	148,851
	<u>129,863</u>	<u>208,705</u>	<u>- 183,457</u>	<u>- 6,260</u>	<u>148,851</u>
Designated Funds					
Special Collections	1,307	2,890	- 3,589	- 608	-
Pioneer Initiative	- 2,602	-	-	2,602	-
Love Your Neighbour - Scrubs	-	50	- 24	- 26	-
Love Your Neighbour NHS	-	230	- 244	14	-
Love Your Neighbour -Foodbank	-	150	- 24	- 126	-
	<u>- 1,295</u>	<u>3,320</u>	<u>- 3,880</u>	<u>1,856</u>	<u>-</u>
Fixed Assets Funds					
Church Hall	354,058	-	-	-	354,058
Curtage	60,000	-	-	-	60,000
	<u>414,058</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>414,058</u>
Restricted Funds					
Building Reordering	112	44	- 7,506	7,350	-
Boxercise	58	-	-	- 58	0
Jack Petchey	2,436	500	- 80	-	2,856
St Cedds / Pioneer Hub	8,720	2,546	- 4,408	2,500	9,357
London over the Border	-	10,000	- 10,000	- 2,500	- 2,500
	<u>11,325</u>	<u>13,090</u>	<u>- 21,994</u>	<u>7,293</u>	<u>9,713</u>
Endowment					
Walling	2,876	11	-	- 2,888	-
	<u>2,876</u>	<u>11</u>	<u>-</u>	<u>- 2,888</u>	<u>-</u>
	<u>556,827</u>	<u>225,126</u>	<u>- 209,332</u>	<u>- 0</u>	<u>572,622</u>