

**St Peter's Parochial Church Council**

**Financial Statements**

**Year Ending 31 December 2020**

## **Aims and Purposes**

St. Peter's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Canon Tim Hillier, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also responsible for the maintenance and development of the church buildings.

## **Objectives and Activities**

The PCC has, after consistent prayer, discussion and consultation with the wider church, produced and adopted a detailed five-year vision for the period 2017-2022 which sets out our aims and objectives. This has been made widely available across the church. The primary objective of the PCC is the promotion of the gospel of Jesus Christ according to the doctrines and practices of the Church of England. We are committed to ministering as widely as possible across the community of Chertsey in order to draw men, women and children into a living relationship with Jesus Christ and to serve, unreservedly, the wider community. The strategy is well defined and set out in the latest five-year vision.

The PCC continues to operate a policy of tithing at least 10% of the church's income from congregational giving to the General Fund. Every three years the PCC identifies four or five charitable trusts (local, national and international) to be recipients of our tithe. In addition to this, substantial funds are raised and given to other charitable trusts each year

The church is part of the Benefice of Chertsey, Lyne and Longcross within the Runnymede Deanery and Anglican Diocese of Guildford.

## **Financial Review**

The 2020 accounts were significantly impacted by the COVID 19 pandemic. Total Income reduced by £109,166 year on year as a result of the lockdown and restricted Church attendance and limited venue hiring opportunities. Expenses were reduced in response to these challenging conditions and the Ministry Team furloughed a number of the employees. The Parish share requirement was also reduced by the Diocese towards the end of 2020.

Total receipts on the General fund were £193,484. £193,100 was total expenditure on the General fund, resulting in a surplus on this fund of £383 for the year. The Children and Family worker fund was collapsed into the General Fund so creating a new carry forward balance of £37,334. These results are after we have given 10% of our income from congregational donations on the General Fund to other charities.

Total receipts on the Restoration fund were £7,454. £5,282 was total expenditure on the Restoration fund, resulting in a surplus on the fund of £2,172 for the year and a carry forward balance of £77,737.

Therefore, the total fund balances reduced from £119,534 to £116,503. During this year the average number of people in our regular giving scheme each month was 70 - a reduction from around 90 pre COVID.

## **Reserves Policy**

The PCC works towards maintaining a reserves amount equivalent to 3 months' of expenses should there be sufficient funds available to enable this.

## **Structure, Governance and Management**

The method of appointment of church members is set out in the church representation rules. All church attendees are encouraged to register on the Electoral Roll, who are then eligible for election to the PCC.

The PCC of St. Peter's Church is a registered charity with the Charities Commission number 1159207.

### Administrative Information

### Members of the Parochial Church Council

**Vicar** Canon Tim Hillier **Chairman**

**Asst. Minister**                      Rev. Christine Pattinson

**Churchwardens** Dave Phillips  
Jan Alexander

Christine Leach  
Carol Murphy  
Laura South  
Gerard Oglesby  
Rosemary Richards  
Anita Ando  
Jonnie Mead  
Susie Robertson  
Julie Minter  
Louise Raven  
Heather Golding  
Jo Stride  
Jean Warwick  
Charles Cochrane

**Co-opted members** Annie Burnham

Approved by the Parochial Church Council on the [28<sup>th</sup> May 2021] and signed on its behalf by:

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## Independent Examiner's Statement

I report to the PCC on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 5 to 12.

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

The PCC is responsible for the preparation of the accounts. The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

As examiner, it is my responsibility: to examine the accounts under section 145 of the 2011 Act; to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 next statement.

### *Independent examiner's statement*

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act, and to prepare accounts which accord with the accounting records and comply with the 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



John W Foster, FCA

40 Ellingham Road, Chessington, KT9 2JA

## Statement of Financial Activities

	£	£	£	£
	Unrestricted Funds	Restricted funds	Total funds	Prior year total funds
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	165,403	300	—	165,703
Activities for generating funds	9,666	—	—	9,666
Investment income	86	—	—	86
Other incoming resources	25,783	—	—	25,783
<b>Total income</b>	<b>200,939</b>	<b>300</b>	<b>—</b>	<b>201,239</b>
<b>Resources used</b>				
Charitable activities	198,383	5,887	—	204,270
<b>Total expenditure</b>	<b>198,383</b>	<b>5,887</b>	<b>—</b>	<b>204,270</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>2,556</b>	<b>(5,587)</b>	<b>—</b>	<b>(3,031)</b>
<b>Other recognised gains / losses</b>				
<b>Net movement in funds</b>	<b>2,556</b>	<b>(5,587)</b>	<b>—</b>	<b>(3,031)</b>
<b>Total funds brought forward</b>	<b>112,515</b>	<b>7,019</b>	<b>—</b>	<b>119,534</b>
<b>Total funds carried forward</b>	<b>115,071</b>	<b>1,432</b>	<b>—</b>	<b>116,503</b>
<b>Represented by</b>				
<b>Unrestricted</b>				
General fund	37,335	—	—	37,335
<b>Designated</b>				
Restoration Fund	77,737	—	—	77,737
<b>Restricted</b>				
Belfry Fund	—	1,431	—	1,431
Children & Family Worker Fund	—	0	—	0

## Balance sheet

	£	£
	Total funds	Prior year funds
<b>Fixed assets</b>		
Tangible assets	—	1,764
	—	<b>1,764</b>
<b>Current assets</b>		
Debtors	6,023	4,673
Investments	594	594
Cash at bank and in hand	111,728	113,503
	<b>118,345</b>	<b>118,770</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	1,842	1,000
	<b>1,842</b>	<b>1,000</b>
<b>Net current assets less current liabilities</b>	<b>116,503</b>	<b>117,770</b>
<b>Total assets less current liabilities</b>	<b>116,503</b>	<b>119,534</b>
<b>Total net assets less liabilities</b>	<b>116,503</b>	<b>119,534</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	37,335	36,951
<b>Designated</b>		
Restoration Fund	77,737	75,564
<b>Restricted</b>		
Belfry Fund	1,431	1,131
Children & Family Worker Fund	0	5,888
<b>Funds of the church</b>	<b>116,503</b>	<b>119,535</b>

## **Notes to the Financial Statements**

### **Accounting Policies**

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, together with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015).

The financial statements have been prepared on an accruals basis under the historical cost convention.

### **Incoming Resources**

#### **Recognition of Incoming Resources**

These are included in the Statement of Financial Activities (SOFA) when:

- the PCC becomes legally entitled to the benefit of the use of the resources;
- their ultimate receipt is virtually certain; and
- the monetary value can be measured with sufficient reliability

#### **Grants and Donations**

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

#### **Gift Aid Tax Claims on Cash Donations**

Gift Aid and other tax claims are included in the SOFA in the same accounting period as the cash donations to which they relate.

#### **Volunteer Help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

#### **Investment Income**

This is included in the accounts when receivable.

### **Expenditure and Liabilities**

#### **Liability Recognition**

Liabilities are recognized as soon as the legal or constructive obligation arises.

#### **Grants Payable**

These are recognized when a commitment has been made.

#### **Outward Giving**

Giving to charitable organizations represents approved PCC giving as a commitment from current year activities.

### **Assets**

#### **Consecrated and benefice property**

Consecrated and benefice property of any kind is excluded from the financial statements in accordance with Section 10(2) (a) and (c) of the Charities Act 2011.

#### **Moveable Church Furnishings**

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalized, but all items are included in the Church's inventory in any case.

### **Tangible Fixed Assets**

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost and depreciated over their useful economic lives.

### **Short Term Deposits**

These include cash held on deposit either with the CBF Church of England Funds or at the bank.

### **Funds**

#### **Unrestricted Funds**

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on future projects and which are therefore not included in its 'free reserves'.

#### **Restricted/Designated Funds**

These are funds that must be spent on restricted purposes.

<b>Fund</b>	<b>Purpose</b>
General Fund objectives	Unrestricted, undesignated, available for any of the PCC's
Belfry tower	Restricted for the expenses relating to the church bells and
Children & Family worker	Restricted for the salary of the Children and Families Worker [PCC approved to collapse into General fund in July 2020]
Restoration Fund redevelopment	Designated for the expenses relating to the planned of the church and church hall.

### **Bankers**

National Westminster Bank PLC, Chertsey Branch

CBF Church of England Deposit Fund.



## Analysis of income and expenditure

	£	£	£	£	£
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>This year total</u>	<u>Last year</u>
<b>INCOME AND ENDOWMENTS</b>					
<b>Incoming resources from generated funds - Voluntary income</b>					
Planned giving	108,713	—	—	—	108,713
Income tax recovered on gift aid	20,142	1,117	—	—	21,260
Collections & donations	19,381	6,283	300	—	25,964
Youth & children worker	—	—	—	—	—
Curates accommodation	4,765	—	—	—	4,765
Grants	5,000	—	—	—	5,000
Total	158,003	7,400	300	—	165,703
<b>Incoming resources from generated funds - Activities for generating funds</b>					
Hall Hire	3,060	—	—	—	3,060
Fees income (gross)	6,606	—	—	—	6,606
Parent and toddler groups	—	—	—	—	—
Social activities	—	—	—	—	—
Total	9,666	—	—	—	9,666
<b>Incoming resources from generated funds - Investment income</b>					
Bank interest	32	54	—	—	86
Total	32	54	—	—	86
<b>Other incoming resources</b>					
Misc Income	22,183	—	—	—	22,183
Deanery Admin	3,600	—	—	—	3,600
Total	25,783	—	—	—	25,783
<b>INCOME TOTAL</b>	<b>193,484</b>	<b>7,454</b>	<b>300</b>	<b>—</b>	<b>201,239</b>
					<b>302,411</b>

	£	£	£	£	£
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>This year total</u>	<u>Last year</u>
<b>EXPENDITURE</b>					
<b>Charitable activities</b>					
Outward giving	12,000	—	—	12,000	17,500
Local Outward Giving	7,237	—	—	7,237	958
Parish share	79,827	—	—	79,827	88,758
Deanery	543	—	—	543	543
Locally ordained minister honarium	300	—	—	300	1,200
Training	—	—	—	—	1,100
Telephone	374	—	—	374	410
Ministry team expenses	3,398	—	—	3,398	5,365
Curate accommodation	18,804	—	—	18,804	3,000
Fees payable to the Diocese	3,100	—	—	3,100	—
Fees - Staff paid for services	360	—	—	360	—
Altar requisites and flowers	111	—	—	111	532
Advertising, Newslink, Bridge	111	—	—	111	146
Organ and piano tuning and repairs	—	—	—	—	260
Organist	300	—	—	300	—
Musical coordinator	—	—	—	—	4,498
Licenses and subscriptions	150	—	—	150	150
Youth and children's worker	9,318	—	—	9,318	9,352
Young church / youth work	126	—	—	126	2,201
Parent & toddler group	1,608	—	—	1,608	2,202
Adult training and teaching materials	3,341	—	—	3,341	1,008
Children and family worker	6,801	—	5,887	12,689	13,134
Water rates manse	—	—	—	—	1,241
Gas, electricity, water	3,184	—	—	3,184	12,859
Insurance	6,523	—	—	6,523	5,987
Routine maintenance and cleaning	9,172	—	—	9,172	10,468
Audio visual and sound system	—	—	—	—	355
Depreciation on audio visual system	1,764	—	—	1,764	3,024
Secretarial	16,880	—	—	16,880	17,045
Stationery, postage, telephone & sundries	555	—	—	555	1,398
Photocopier	2,162	—	—	2,162	3,192
Catering	155	—	—	155	497
Professional fees	—	5,082	—	5,082	2,247
General expenses	1,288	200	—	1,487	20,354
Deanery Admin	3,600	—	—	3,600	3,360
Total	193,100	5,282	5,887	204,270	234,356
<b>EXPENDITURE TOTAL</b>	<b>193,100</b>	<b>5,282</b>	<b>5,887</b>	<b>204,270</b>	<b>234,356</b>
<b>GRAND TOTAL</b>	<b>383</b>	<b>2,172</b>	<b>(5,587)</b>	<b>(3,031)</b>	<b>68,055</b>

## Employee Emoluments

The number of persons employed by the PCC during the year was 6.

Total employment cost	£ 48,023
Total social security costs	£ 0
Total pension costs	£ 1122

The social security costs were within the limit of the Employment allowance for the year.

Members of the PCC paid a salary during the year were:

Gerard Oglesby	£ 9,289
Annie Burnham	£ 12,326
Christine Leach	£ 16,869

## Independent Examiners Remuneration

Total cost £0

## Fixed Assets

Tangible assets	Audio visual & sound
Cost	
	£48,056
Depreciation	
At 31 December 2019	£46,291
Charge for the year	£ 1,764
At 31 <sup>st</sup> December 2020	£48,056
Net book value	
At 31 <sup>st</sup> December 2019	£1,764
At 31 <sup>st</sup> December 2020	£0

## Grants received and receivable

	2020	2019
Haberdashers	£2,000	£ 1,000
Sceptic Space	£3,000	

## Liabilities of more than one year

There is a liability to pay £1,751 a year on the photocopier lease until 16<sup>th</sup> September 2021.

## Fund movement by type

	£ Opening	£ Incoming	£ Outgoing	£ Closing
<b>Belfry - Belfry Fund</b>				
Restricted	1,131	300	—	1,431
<b>Sub-total for Belfry</b>	<b>1,131</b>	<b>300</b>	<b>—</b>	<b>1,431</b>
<b>Child Fam - Children &amp; Family</b>				
Restricted	5,888	—	5,887	0
<b>Sub-total for Child Fam</b>	<b>5,888</b>	<b>—</b>	<b>5,887</b>	<b>0</b>
<b>Restore - Restoration Fund</b>				
Designated	75,565	7,454	5,282	77,737
<b>Sub-total for Restore</b>	<b>75,565</b>	<b>7,454</b>	<b>5,282</b>	<b>77,737</b>
<b>General - General fund</b>				
Unrestricted	36,951	193,484	193,100	37,335
<b>Sub-total for General</b>	<b>36,951</b>	<b>193,484</b>	<b>193,100</b>	<b>37,335</b>
<b>Grand total</b>	<b>119,535</b>	<b>201,239</b>	<b>204,270</b>	<b>116,503</b>