



St John's Church,  
Easter Centre, Manor Farm Lane  
Egham, Surrey, TW20 9HR

**Annual Report and Financial Statements of the  
Parochial Church Council of the Ecclesiastical Parish of  
St John the Baptist, Egham  
for the year ended 31 December 2020**

Registered Charity number: 1130185

Address: High Street  
Egham, Surrey TW20 9HL

Office: Easter Centre, Manor Farm Lane  
Egham, Surrey TW20 9HR

Chair: The Reverend Esther Prior

Deputy Chairman: Keith Malcouronne FCA

Treasurer: Chris Gray FCA

Bankers: National Westminster Bank plc  
50 High Street  
Egham, Surrey TW20 9EU

Registered Auditor: Menzies LLP Chartered Accountants  
Centrum House  
36 Station Road  
Egham, Surrey TW20 9LF



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## 2020 Annual Report of the Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Egham

The Parochial Church Council ("PCC") is a corporate body established by the Church of England and is also registered as a charity, number 1130185. It is a public benefit entity under the Charities Acts.

### Members and Charity Trustees of the PCC

Members are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. Under those rules, lay representatives on the PCC are ordinarily expected to serve for a term of three years, with a third of the lay representatives elected each year. Training and induction of new members is the focus of the first meeting of each new PCC – due to the delay in holding the APCM due to Covid-19 restrictions, this occurred in October.

The following served as members throughout 2020 unless otherwise indicated:

#### Ex-officio members

Incumbent	<u>Revd Esther Prior</u> *	
Curate	Revd James Ellin	from July 1
Associate Ministers	Revd Michael Callaghan	(excused)
	Revd Simon Fraser	(excused)
	Revd Matt Prior	(excused)
	Revd Will Bissett	
Church Wardens	<u>Mr Philip Holloway</u> *	
	<u>Mr Sam Senanayake</u> *	
Diocesan Synod Representatives	<u>Mr Keith Malcouronne</u> *	Deputy Chairman
	Mr Paul Kahn	
Deanery Synod Representatives	Mr Conrad Benefield *	PCC Secretary to 16 November
	Mrs Philomena Evans	elected 12 October
	Mrs Sarah Gillies	stood down 12 October
	Mrs Joyce Johnson *	
	Mr Clement Jones	elected 12 October
Co-opted Members	Ms Joanna Star	elected 12 October

\*denotes a member of Standing Committee

#### Elected members

Mrs Debbie Benefield	
Mrs Mel Cramer	
Mr Stephen Cresswell	
Mr Philip Darby	
Mrs Emma Evans	stood down 12 October
<u>Mr Chris Gray</u> *	Treasurer
Ms Shamilka Hewagama	elected 12 October
	PCC Secretary from 16 November
Mrs Sara Holloway	
Miss Grace Hopkins	
Mr Steve Jenkins	elected 12 October
Mr Christopher King	
Mrs Sue Mahoney	elected 12 October
Mrs Victoria Mcharo	
Mr Michael Senanayake	
Mrs Stacey Sobers	
Mr Andrew Tebbboth	stood down 12 October
Mrs Sally Thompson	stood down 12 October
Mr Geoff Wickes	

underlined denotes Senior Management Personnel





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## **Structure, Governance and Management of the Charity**

The following were Officers during 2020 in addition to those shown above:

Assistant Treasurers: Mr Peter Gardner, Keith Malcouronne, Ms Natalie Delboux (from 6 September)  
Partnership Secretary: Mrs Lesley Pocock

## **Aims and objectives of the Council**

The PCC is governed by the Parochial Church Councils (Powers) Measure and charged with:

- working with our incumbent to promote in the parish the whole mission of the Church: pastoral, evangelistic, social, and ecumenical;
- consulting with her on matters of general concern and importance to the parish;
- consideration and discussion of matters concerning the Church of England or any other matters of religious or public interest;
- making known and putting into effect any provisions made by the Diocesan or Deanery Synods but without prejudice to the powers of the PCC on any particular matter; and
- giving advice to the Diocesan Synod and the Deanery Synod on matters referred to it and raising such matters as the PCC consider appropriate with them.

The PCC met 5 times during the year with an average attendance of 23 members (85%).

## **Operating Mechanisms**

While the PCC has ultimate responsibility for running the church, and the Wardens and other Officers are engaged in many day to day activities, the paid employees undertake themselves, as well as lead volunteers, in much of the church's work. The PCC however sets budgets, agrees appointments and together with the vicar determines the aims and objectives of the church and the broad guidelines to be followed.

The remuneration of key management of the church is not specifically determined by the PCC in that the Vicar, who is employed by our diocese of Guildford, is remunerated by and according to pay scales determined by them. The other key officers all act on a voluntary basis and receive no remuneration. Pay for all staff is set by the PCC and follows a review to determine the appropriate rate for the role. Pay increases reflect performance and consider guidance from the diocese. As stated in note 5, members of the PCC who are employed by the church or whose relatives are employed by the church, are excluded from any discussion on remuneration.





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## Vicar's Reflections

### Vision 2021 #nostoppingthischurch

#### The Journey so far

The priority in 2018 into 2019 was working on our Mission, Vision and Values. This led to an exciting process – with the prayer and hard work by the PCC leading to their launch at the APCM in 2019. What they've given us is a set of words and a framework that has proven to be fit for purpose - even at a time of crisis. Our mission statement inspires me, our values shape my actions and our vision gives me something to pray into. Since then, we have been working hard to make these part of our DNA in various ways.

Having established our Mission, Vision and Values, the next big task was to build a Governance Structure that would help us move these ideals forward, enabling us to have a vehicle that was fit for purpose. Again the PCC went to work and we were able to launch our new Governance Structure at our APCM in October 2020.

*The next step in this journey will be a step change in the quality of our internal communications strategy and tools such that the whole church family feel inspired and empowered through improved information sharing as we reform and develop the effectiveness of our communications*

As I write this, we are still living through an extraordinary time of challenge as Covid continues down its often unpredictable path. But we do not lose heart because if 2020 taught us anything, it's that times of unprecedented crisis also present unprecedented opportunities for the Kingdom. As such we find ourselves with much to celebrate. #nostoppingthischurch has become our rallying cry as we continued to push on all fronts in ministry and mission. Below is but a glimpse into the amazing work of SJE over the last year:

- From the beginning we put together a need/volunteer list and set up systems in place to support our Pastoral and Social Care, which has helped us to keep in touch with the vulnerable throughout the Pandemic
- Children's and Youth Ministry has adapted and worked hard to keep connected to our young families and Young People, through Playbox, Playtime, Footprints, Charged and other related ministries
- The creation of the phenomenal St John's Online, with an offering of daily Services and Sunday Worship, as well the general building up of our online presence
- Highly visible presence in the community with our 'Hope in the High Street Project'
- Huge financial blessings – with about £400,000 paid towards our Easter Centre debt, Partnership giving up a staggering 13% compared to 2019 and a further £38,000 for our Hardship Fund
- More people than ever engaged in prayer and more opportunities to pray, including two 24/7 Prayer cycles
- Celebrating new faith through our Alpha Course
- The Hope in Depression Course bringing hope to over 20 people so far

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- We have knitted, baked, and cooked meals. We have delivered flowers, chocolate, activity bags, food parcels, Christmas hampers, Christmas dinners, care packages and prescriptions
- We have kept our buildings open and safe as much as possible

The above is just a snapshot. Instead of turning in and looking after ourselves, we reached higher and wider as we sought to love God, love one another, and love our community. We sought to bring hope and light to our community. We have stepped beyond your comfort zones and done things in new ways. Overall, in big and small ways, the scattered family of St John's has learnt to be agile, innovative, and creative in our response to ever changing circumstances.

## Looking Ahead

#nostoppingthischurch remains our rallying cry. It will continue to propel us as seek to push forward on all fronts in ministry and mission. We will continue to strive towards our vision of 'a loving and growing community released and empowered to join in God's work of proclaiming and demonstrating the good news to Egham and beyond.'

## Laying Tracks for our Re-formation Post Pandemic

We will intentionally prepare for our re-formation post pandemic. We are all agreed that we do not want to simply go back to the way things were. The church will need to re-form in order to take on the challenges of the future and continue to advance the kingdom of God in the post pandemic world.

We have experienced and are experiencing a time of darkness and it's easy to be paralysed by fear. However, knowing that we are part of something bigger than this present darkness keeps us front footed, holding on to the real hope that we will emerge out of this crisis as a bigger church. One with a bigger view of who God is. A bigger view of who we are in him. A bigger heart for our community. And physically bigger, as more people discover the Gospel of Grace through Faith in Christ alone as testified in scripture to the glory of God. This remains my prayer for this season. Our Re-Formation Preparation will consist of:

### 1. Teaching

This year's programme is framed around this idea of 'Re-forming' the church, asking: 'what will shape us going forward?' We will look at:

**Our Reformation History:** looking at the five Solas, which are five Latin phrases (or slogans) that emerged during the Reformation to summarize the Reformers' theological convictions about the essentials of Christianity. The Five Solas are:

- I. Sola Scriptura ("Scripture alone"): The Bible alone is our highest authority.
- II. Sola Fide ("faith alone"): We are saved through faith alone in Jesus Christ.
- III. Sola Gratia ("grace alone"): We are saved by the grace of God alone.
- IV. Solus Christus ("Christ alone"): Jesus Christ alone is our Lord, Saviour, and King.
- V. Soli Deo Gloria ("to the glory of God alone"): We live for the glory of God alone.





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These pillars sustained the church in the reformation, sustain us today and will continue to sustain us in the future. Remembering that we are saved by Grace alone through Faith in Christ alone as revealed in scripture for the glory of God alone. We want to stay rooted in this truth as we re-form for the future.

**Romans:** Going back to the basics. Romans is a sort of Christian manifesto in which Paul freely expounds the gospel. Many agree that the letter to the Romans stands as the clearest and most systematic presentation of Christian doctrine in all the Scriptures. Paul presents a union between doctrine and life, illustrating the importance of both what we believe and how we live out those beliefs

**Acts:** picking up our abandoned study of Acts. We will look again at how the church was first formed. Acts concerns the very vital period in Christian history between the resurrection of Jesus and Paul's imprisonment in Rome in about AD 60. It tells the story about how Christian ideas and beliefs were being formed and when the organization of the church into a worldwide movement was being developed.

I'm hoping to provide doctrinal infrastructure for our re-formation post pandemic that will give us touching points for theological, ecclesial, spiritual, and ethical formation. Therefore, providing us something to frame our Christian identity and ministry.

## 2. Sustainability

With the Eco Team, to develop a unified and joined up Net Zero / Sustainability strategy for all parts of our church to commit to. We want it to be embedded in all of SJE activities & operations from administration to Play Box, to leaders, to fellowship, and more as it will impact on:

- technology implemented
- equipment that is bought
- how we do things

We hope to have a strategy in place to present to the next APCM

## 3. Hybridity

- Worship is now in our homes in ways we couldn't have imagined even in our most fervent prayers for revival. For years, we have prayed for a church without walls. A church that moves out of the comfort of our buildings and this crisis has taken the choice away from us. We are a church without walls, reaching wider and I hope deeper than ever before as we have kept innovating and adapting.
- We have learnt lessons about inclusion that we want to take forward. For a long time, we neglected those who couldn't come to church because of ill health or age-related frailty and could even be a bit harsh about those that have difficult choices to make on a Sunday. Online worship has enabled God's people and those seeking to connect when they can and where they can.
- We want to embed a culture where we are intentional about thinking 'hybrid' for all our events – asking the question: 'what will in-person and/or online presence look like?' It might be that it is one or the other, but not without deliberate exploration.
- We want to put in place plans for hybrid worship and events for our adult, student, youth, and children's ministries – ready for when we are able to meet again. This will include plans for 'our first Sunday back'.





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#### 4. Governance

- Accelerate the growth and development of SJE, leveraging the clarity provided by the "governance wheel" to focus on those areas identified necessary as part of PCC governance
- Conduct an audit of volunteers and teams, seeking to ensure that all areas of ministry are properly resourced, and have clear objectives and action plans to present to the next APCM
- Improve the quality of our internal communications strategy and tools such that the whole church family feel inspired and empowered through improved information sharing and centralised communications.

#### 5. Radical Inclusion

- Continue our work and conversation about racial equality. The staff and PCC have attended unconscious bias training.
- We will engage with the Church of England's 'Living in Love and Faith' process. We will seek to hold truth and grace together in all our teaching and interactions about identity, sexuality, relationships, and marriage.

Underpinning our hopes for the year is the conviction that we are always held in the love of God, as our verse for the year reminds us:

*'For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.'*

### Membership and attendance

There were 300 people on the Electoral Roll adopted in April 2020 (2019: 296), of whom 172 (2019: 168) were resident outside the parish.

Direct attendance comparisons between October 2019 and October 2020 may be misleading due to restrictions and adaptations of life during the 2020-21 Covid pandemic. However, for the purposes of recording comparisons, physical attendance during Sundays in October 2020 averaged 104 adults and 16 children under 16, making a total of 120 (October 2019: 271 adults and 46 children, total 317).

The October 2020 figures were taken during a period when the church was permitted to be open for socially distanced, restrictive, worship and do not include those engaging online. Based on data available, we believe we averaged an additional 283 households participating in services online, either live or in the period immediately afterwards.





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## Risks

As with most churches and charities, the majority of the PCC's income is the result of voluntary giving. Over the years, especially with the focus on building the Easter Centre, we have seen faithful, sacrificial giving from a significant number of individuals, the majority who give through the Parish Giving Scheme and make and renew pledges through our annual Gift Day. The Finance & Stewardship Sub-Committee, ably supported by our Partnership Secretary, monitors the level of giving, the risk of being dependent on a small number of individuals, and undertake cashflow planning to ensure we can meet our obligations for day to day expenditure and the schedule of loan repayments.

The PCC is committed to operating a balanced budget meaning that committed giving to the General Fund must fund the day to day activities of the church.

## COVID-19 Impact

As in every group and section of society, the pandemic has had significant impacts during the year, some positive and some negative.

At the request of members of the congregation at the start of the pandemic, we decided to establish a specific Hardship Fund to support those in our community facing financial hardship and otherwise impacted. During the year, donations received to the fund amounted to £38,106. Initial grants have been made to a significant number of individuals, initiatives and groups within our community, amounting to more than £9,000. The balance remains as a restricted fund to continue to address individual needs, provide support, and address broader long term issues of poverty and well-being.

While not particularly dependent on in-person giving since most of our members give the majority of their giving through the Parish Giving Scheme and bank transfers, we wanted to create a mechanism which would allow on-line giving and payments and successfully set up mechanisms which allowed more than £10,000 to be donated to our activities including supporting the Hardship Fund, donations to our general fund as well as specific appeals and collections such as Remembrance and our Christmas offering.

The requirement to close our facilities during the first lockdown and the curtailment of activities by users of our Easter Centre including singers and musicians, has led to a reduction in income. Fortunately, reduction in heating and cleaning costs has helped offset the financial impact. There were also one-off costs incurred purchasing equipment to enhance the capability to record and broadcast services and engage with other groups within the church, as well as ensure a Covid safe environment for those accessing the premises.





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## Promoting a Safer Church

St John's is committed to the safeguarding, care, and nurture of everyone within our community. As part of the Church of England, we have adopted the House of Bishops Safeguarding Policy for children, young people & adults. As such we undertake to:

- Promote a safer environment and culture, including publicizing the Promoting a Safer Church policy statement, ensuring all church officers have access to this;
- Safely recruit and support all those with any responsibility related to children and vulnerable adults within the Church;
- Respond promptly to every safeguarding concern or allegation;
- Care pastorally for victims / survivors of abuse and other affected persons;
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons; and
- Respond to those that may pose a present risk to others.

One of the most important aspects of effective safeguarding practice is the training of leaders and volunteers. We encourage our leaders to do the online training which starts with a Basic Awareness training course. Disclosure and Barring Service administration is ably administered by Veronica Cresswell who also monitors training to ensure people keep up to date with requirements. The PCC has also adopted the Domestic Violence Charter. Lorna Jamison is our parish Safeguarding officer.

Like many others in the church, we have been saddened by the findings of the ICSA report and we are deeply sorry for the failures of our Institution, past and present, to get this right. We note the inexcusable failure to protect victims and the desire to protect our image by letting clergy get away with the atrocities of child abuse over the decades. For these things we weep, and we pledge, as far as it depends on us, to ensure that this is a thing of the past.

We have written and adopted a comprehensive Health and Safety Policy, under the leadership of Dave Watts as our Health and Safety Officer. This role has really come into its own with the demands of creating and maintaining a Covid safe campus over the last year. Our thanks go to Dave and the Play Box Team for the numerous Risk Assessments and protocols created over the last year. We are grateful for their work in helping us keep our Campus safe.

We want to work towards increasing awareness that the care and protection of children, young people and adults involved in Church activities is the responsibility of everyone who participates in the life of the Church.





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## Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity, and which enable them to both ascertain the financial position of the charity and ensure that the financial statements comply with the applicable law, regulations, and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

No payments were made to PCC members for services as Trustees (other than expense reimbursement).

## Review of Financial Activities and Affairs

The PCC Accounts incorporate the activities of all groups operating under its auspices, segregated into those which are unrestricted (for use at PCC discretion) and those which are restricted (where the use has been specified by the donor). Total income for 2020 was £917,919 and expenditure £532,165, leaving Net Income of £385,754. These totals include Restricted Income (of £378,444 including Gift Aid) towards the Easter Centre related loans.

## PCC General Fund

The General Fund comprises unrestricted funds under the direct control of the PCC, except those invested in freehold property, and so covers most normal operating income and expenditure. General Fund income for the year was £377,304 (2019: £366,404), a remarkable increase of £10,900. This increase reflects lower income for use of buildings due to COVID-19 restrictions for about £9,000, the non-reoccurrence of legacy income received in 2019 of £15,000, offset by generous giving from committed members increasing by about £36,000 including gift aid.

Unrestricted expenditure remained flat at £358,418 (2019: £358,637), disguising one time expenditures of more than £20,000 undertaking renovations of the curate house offset by savings in operating and maintaining the facilities while buildings were closed, and restrictions on some ministry programs. This resulted in an operating surplus of £18,886 (2019: £7,767), and the PCC agreed to transfer £15,000 to the Fabric Reserve and the remainder to the General Fund.





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## **Fundraising standards, reserves, investment, and grants policies**

Fundraising is conducted solely by volunteer members of St John's, primarily through regular committed giving from church members and no appeals are made to the general public. Therefore, we are not members of any regulatory scheme but the PCC follows the highest appropriate standards of fundraising practice. All teaching about Christian stewardship and generosity is scriptural with specific care taken that advantage is not taken of vulnerable members. No complaints have been made about our approach.

It is the policy of the PCC to maintain a sufficient balance of cash reserves in its General Fund to cover between three and six months of current expenditure (so a minimum of £90,000). However, at the end of 2020 the General Fund had a balance of only £29,475, which with the Fabric & Repair Fund of £41,670 still leaves an overall shortfall in General Fund cash reserves of around £20,000. We believe if required, this could be met at short notice by encashing the £61,485 of CCLA Investment Fund units held at 31 December 2020.

Our policy is to invest our longer-term General Fund reserves in the CCLA Church of England Investment Fund with a view to growth in income and capital over the medium term. A healthy return of 10.2% including income received was achieved during 2020 (2019: 23.2%).

Grants to mission partners locally and overseas are made on the basis of clear knowledge of and connections with those ministries on the part of St John's. We 'tithes' our General Fund voluntary income for these purposes within our overall mission as part of God's church worldwide.

## **Financial Outlook and Strategy for 2021**

With the on-going uncertainty caused by the pandemic, while recognising the tremendous generosity from the congregation during 2020, we remain cautious in our outlook for 2021. Our balanced budget for the year assumes that the level of giving by members is in line with historic trends, and costs are managed accordingly. Funding for incremental ministry and mission activities is established through grants and focused donations before committing to the work. The increase in the Fabric Reserve in 2020 provides additional capacity for any significant maintenance work which may be required.

Funds are in place for repayment of the financial obligations related to the debt of the Easter Centre which are due in 2021 and we continue to be blessed through pledges from previous Gift Days which allow us to anticipate that our obligations into 2022 can be met. As set out in Note 2b to the following Financial Statements, the PCC believes the charity is a going concern for at least twelve months from the date of approval of these accounts and that funds will continue to become available to repay its borrowings as they fall due.

In addition, the substantial legacy noted in Note 13, which had not been received during 2020 nor included in the accounts due to lack of certainty of valuation, is expected to provide a significant boost to our funds in 2021.





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Nonetheless, the Gift Day remains a fundamental element of our Christian discipleship and in 2021 we will continue to encourage those who are not yet regular givers to contribute to both repaying the Easter Centre debt as well as supporting our ongoing operational costs through the Partnership Scheme, which we continue to promote as the best way to help us plan and deliver our vision.

On behalf of the Parochial Church Council

Approved on March 29<sup>th</sup> 2021

A handwritten signature in black ink, appearing to read "Esther Prior".

Revd Esther Prior, Chair



## **Independent Auditor's Report to the Members of the Parochial Church Council of St John the Baptist Egham for Year Ended 31 December 2020**

We have audited the financial statements of the Parochial Church Council of St John the Baptist Egham for the year ended 31 December 2020 set out on pages 16 to 25. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102)" in preference to the "Accounting and Reporting by Charities: Statements of Recommended Practice" issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn. This has been done in order for the financial statements to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

### **Opinion**

In our opinion the financial statements:

- give a true and fair view of the state of the Parochial Church Council's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and in other respects the requirements of the Charities Act 2011.

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Parochial Church Council's use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Our evaluation of the Parochial Church Council's assessment of the entity's ability to continue to adopt the going concern basis of accounting included reviewing the cash flow forecast for the next 12 months and challenging the assumptions made by the Council in these calculations. We have also reviewed post year end cash books and Council meeting minutes for other factors that might impact the going concern assessment.



## **Independent Auditor's Report to the Members of the Parochial Church Council of St John the Baptist Egham for Year Ended 31 December 2020 (Continued)**

### **Conclusions relating to going concern (continued)**

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Parochial Church Council with respect to going concern are described in the relevant sections of this report.

### **Other information**

The Members of the Parochial Church Council are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report of the Parochial Church Council; or
- sufficient accounting records have not been kept; or
- the Parochial Church Council's financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of the Parochial Church Council**

As explained more fully in the Statement of the Parochial Church Council's responsibilities, the Members of the Parochial Church Council are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the Members of the Parochial Church Council determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Members of the Parochial Church Council are responsible for assessing the Parochial Church Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Members of the Parochial Church Council either intend to liquidate the Parochial Church Council's or to cease operations, or have no realistic alternative but to do so.



## **Independent Auditor's Report to the Members of the Parochial Church Council of St John the Baptist Egham for Year Ended 31 December 2020 (Continued)**

### **Auditor's responsibilities for the audit of the financial statements (continued)**

- As a result of the above procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the following areas:
  - Posting of fraudulent journal entries
  - Posting of fraudulent payments and receipts in the manual cash book
  - Authorisation, processing, and payment of fraudulent expenses

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>.

### **Use of our report**

This report is made solely to the Members of the Parochial Church Council, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Members of the Parochial Church Council those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the Members of the Parochial Church Council, as a body, for our audit work, for this report, or for the opinions we have formed.

*Menzies LLP*

**Menzies LLP**  
Chartered Accountants  
Statutory Auditor  
Centrum House  
36 Station Road  
Egham  
Surrey  
TW20 9LF

Date: 19 April 2021

Menzies LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006



## **Independent Auditor's Report to the Members of the Parochial Church Council of St John the Baptist Egham for Year Ended 31 December 2020 (Continued)**

### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- The Charity is subject to laws and regulations that directly affect the financial statements including financial reporting legislation. We determined that the following laws and regulations were most significant including the Charities Act 2011, the Safeguarding Vulnerable Groups Act 2006 and the UK Code of Fundraising Practice. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.
- We understood how the Charity is complying with those legal and regulatory frameworks by, making inquiries to management, those responsible for legal and compliance procedures and the company secretary. We corroborated our inquiries through our review of council minutes.
- The engagement partner assessed whether the engagement team collectively had the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations. The assessment did not identify any issues in this area.
- We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur. Audit procedures performed by the engagement team included:
  - Identifying and assessing the design effectiveness of controls management has in place to prevent and detect fraud;
  - Understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process;
  - Challenging assumptions and judgments made by management in its significant accounting estimates; and
  - Identifying and testing journal entries, in particular any journal entries posted with unusual account combinations.



**Parochial Church Council of St John the Baptist, Egham**  
**Balance Sheet as at 31 December 2020**

	<u>Note</u>	2020	2019
		£	£
<b><u>Fixed Assets</u></b>			
<b>Tangible Fixed Assets:</b>	<b>6</b>		
Easter Centre		5,936,848	5,936,848
Freehold Property - Curate House		320,696	320,696
Audio Visual, Office & Other Equipment		11,182	12,423
<b>Investment Assets</b>	<b>7</b>	<b>61,485</b>	<b>57,523</b>
<b>Total Fixed Assets</b>		<b>£6,330,211</b>	<b>£6,327,490</b>
<b><u>Current Assets</u></b>			
Stock of Traidcraft goods	8	506	534
Debtors and prepayments	9	12,633	12,563
Cash at bank and in hand: General Fund	12	29,475	16,780
Cash at bank: Fabric and Repairs Fund	12	41,670	26,670
Cash at bank: Building for the Future	12	47,828	17,157
Cash at bank: Playbox & other Restricted Funds	12	66,228	27,896
<b>Total current assets</b>		<b>198,340</b>	<b>101,600</b>
<b><u>Current Liabilities</u></b>	<b>10</b>		
Bank & other loans due within one year		(253,444)	(119,229)
Creditors and accruals		(22,852)	(19,903)
<b>Total current liabilities</b>		<b>(276,296)</b>	<b>(139,132)</b>
<b>Net Current Assets/(Liabilities)</b>		<b>(77,956)</b>	<b>(37,532)</b>
<b><u>Creditors due after more than one year</u></b>	<b>11</b>		
Bank and interest free loans		(1,199,395)	(1,626,814)
<b>Net Assets</b>		<b>£5,052,860</b>	<b>£4,663,144</b>
<b><u>Represented by:</u></b>			
<b><u>Funds</u></b>	<b>12</b>		
<b>Unrestricted funds:</b>			
General Fund		85,897	75,401
Fabric Fund		41,670	26,670
Easter Centre Building Fund		4,454,551	4,127,828
Other Freehold Properties Fund		320,696	320,696
<b>Restricted funds</b>		<b>66,199</b>	<b>28,702</b>
<b>Endowment Fund: Edward Budgen bequest</b>		<b>83,847</b>	<b>83,847</b>
<b>Total Funds</b>		<b>£5,052,860</b>	<b>£4,663,144</b>

Approved by, and signed on behalf of, the PCC on 29th March 2021

  
 Revd Esther Prior - *Chairman*

  
 Chris Gray FCA - *Treasurer*



**Parochial Church Council of St John the Baptist, Egham**  
**Statement of Financial Activities**  
**for the year ending 31 December 2020**

	<u>Note</u>	<u>Unrestricted Funds</u>				<u>Restricted Funds</u>		<u>Total</u>	
		<u>General Fund</u>		<u>Freehold &amp; Fabric</u>					
		<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
		£	£	£	£	£	£	£	£
<b><u>Income and endowments from:</u></b>									
Donations and legacies	3a	343,482	316,733	0	0	431,500	428,472	774,982	745,205
Church activities	3b	27,613	46,302	0	0	109,042	113,136	136,655	159,438
Other trading activities	3c	0	0	0	0	0	43	0	43
Investments	3d	6,209	3,369	0	0	73	1,122	6,282	4,491
<b>Total income</b>		<b>£377,304</b>	<b>£366,404</b>	<b>£0</b>	<b>£0</b>	<b>£540,615</b>	<b>£542,773</b>	<b>£917,919</b>	<b>£909,177</b>
<b><u>Expenditure on:</u></b>									
Grants to mission partners	4a	35,009	32,269	0	0	2,564	6,247	37,573	38,516
Church activities	4b	323,409	326,368	0	0	171,183	184,056	494,592	510,424
<b>Total expenditure</b>		<b>£358,418</b>	<b>£358,637</b>	<b>£0</b>	<b>£0</b>	<b>£173,747</b>	<b>£190,303</b>	<b>£532,165</b>	<b>£548,940</b>
<b>Net income/(expenditure)</b>		<b>£18,886</b>	<b>£7,767</b>	<b>£0</b>	<b>£0</b>	<b>£366,868</b>	<b>£352,470</b>	<b>£385,754</b>	<b>£360,237</b>
<b><u>Transfers between funds</u></b>									
General Fund to Fabric Fund		(15,000)	0	15,000	0	0	0	0	0
Mission Partners to General Fund		2,648	0	0	0	(2,648)	0	0	0
Restricted Fund to Freehold Property		0	0	326,723	357,767	(326,723)	(357,767)	0	0
<b>Net income/(expenditure) after Transfers</b>		<b>£6,534</b>	<b>£7,767</b>	<b>£341,723</b>	<b>£357,767</b>	<b>£37,497</b>	<b>(£5,297)</b>	<b>£385,754</b>	<b>£360,237</b>
<b><u>Other recognised gains/(losses)</u></b>									
Unrealised gains on investment assets		3,962	9,049	0	0	0	0	3,962	9,049
<b>Net Movement in Funds</b>		<b>£10,496</b>	<b>£16,816</b>	<b>£341,723</b>	<b>£357,767</b>	<b>£37,497</b>	<b>(£5,297)</b>	<b>£389,716</b>	<b>£369,286</b>
<b><u>Reconciliation of funds:</u></b>									
Balances brought forward 1 January		75,401	58,585	4,475,194	4,117,427	28,702	33,999	4,579,297	4,210,011
Endowment Fund balance (no movement)*								83,847	83,847
<b>Balances carried forward 31 December</b>		<b>£85,897</b>	<b>£75,401</b>	<b>£4,816,917</b>	<b>£4,475,194</b>	<b>£66,199</b>	<b>£28,702</b>	<b>£5,052,860</b>	<b>£4,663,144</b>

\*Separate columns for the Endowment Fund are not presented as the income of this fund forms part of the General Fund and there were no movements on this fund in either year.



**Parochial Church Council of St John the Baptist, Egham**  
**Statement of cash flows for the year ended 31 December 2020**

	2020	2019
£	£	£
<b><u>Cash flows from operating activities</u></b>		
<b>Net cash provided by operating activities</b> (see reconciliation below)	<b>386,248</b>	<b>226,918</b>
<b><u>Cash flows from investing activities</u></b>		
Dividends, interest and rent from investments	6,282	4,491
Purchase of property, plant and equipment	(2,628)	(6,554)
Proceeds from sale of property/investments	0	0
<b>Net cash generated/(used) by investing activities</b>	<b>3,654</b>	<b>(2,063)</b>
<b><u>Cash flows from financing activities</u></b>		
Repayment of borrowings	(326,204)	(413,727)
Cash inflows from new borrowings	33,000	0
<b>Net cash provided by financing activities</b>	<b>(293,204)</b>	<b>(£413,727)</b>
<b><u>Change in cash and cash equivalents in the year</u></b>	<b>96,698</b>	<b>(188,872)</b>
<b><u>Cash and cash equivalents at the beginning of the year</u></b>	<b>88,503</b>	<b>277,375</b>
<b><u>Cash and cash equivalents at the end of the year</u></b>	<b><u>£185,201</u></b>	<b><u>£88,503</u></b>

**Reconciliation of net income to net cash flow from operating activities**

<b>Net income for the year (as per Statement of Financial Activities)</b>	<b>389,716</b>	<b>369,286</b>
<i>Adjustments for:</i>		
Depreciation charges	3,869	3,113
(Gains) on investments	(3,962)	(9,049)
Dividends, interest and rent from investments	(6,282)	(4,491)
Decrease / (Increase) in stocks	28	630
(Increase) / Decrease in debtors	(70)	4,355
Increase / (Decrease) in creditors	2,949	(136,926)
	<b>(3,468)</b>	<b>(142,368)</b>
<b><u>Net cash provided by operating activities</u></b>	<b><u>£386,248</u></b>	<b><u>£226,918</u></b>

**Analysis of cash equivalents**

Cash at bank and in hand	153,454	56,890
Notice deposits (less than three months)	31,747	31,613
	<b><u>£185,201</u></b>	<b><u>£88,503</u></b>

**Analysis of changes in net debt**

	At start of year	Cash-flows	Non-cash changes	At end of year
Cash equivalents	88,503	96,698	0	185,201
Loans falling due within one year	(119,229)	134,799	(269,014)	(253,444)
Loans falling due after more than one year	(1,626,814)	158,405	269,014	(1,199,395)
<b>Total</b>	<b><u>(£1,657,540)</u></b>	<b><u>£389,902</u></b>	<b><u>£0</u></b>	<b><u>(£1,267,638)</u></b>



**PCC of St John the Baptist, Egham**  
**Notes to the Financial Statements**  
**for the year ending 31 December 2020**

**Note**

- 1** The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Egham ("the PCC") is a PCC established under the Parochial Church Councils Measure (1956) as amended and the Church Representation Rules. It is a charity registered in England & Wales number 1130185 and meets the definition of a Public Benefit Entity under Financial Reporting Standard 102. Details of the principal office are included in the PCC's Annual Report.
- 2** **Accounting Policies**
- 2a** **Accounting Convention and Standards**  
The financial statements have been prepared on a Going Concern basis in accordance with: the Statement of Recommended Practice *Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)* issued on 16 July 2014 ("the SORP"); the Church Accounting Regulations 2006; and the Charities Act 2011. They have also been prepared to give a True and Fair view and so have departed from the Charities (Accounts and Reports) Regulations 2008 but only to the extent necessary to do so to follow the SORP. They are presented in sterling, the functional currency of the PCC, rounded to the nearest pound. They have been prepared under the historical cost convention, except for investment assets which are shown at market value, and include all transactions, assets and liabilities for which the PCC is responsible. They do not include the accounts of groups such as Besom, that owe their main affiliation to another body, nor informal gatherings of church members. No financial benefit has been reflected in these accounts in respect of the time and effort freely given by many members of the church involved in the running and administration of church and community activities.
- 2b** **Going Concern**  
At 31 December 2020, the balance sheet shows net current liabilities of £77,956 and long term liabilities of £1,199,395. The accounts do not include gifts received and pledges of more than £400,000 for receipt between 2021 and 2027. These gifts and pledges will cover the repayment of loans due into 2021 when further gifts will be required. The PCC has prepared cash flow forecasts taking these receipts and payments into account, and the commitment and support demonstrated by church members and other donors to date, and accordingly believes the charity is a going concern for at least 12 months from the date of approval of these accounts and that funds will be available to repay its borrowings for constructing the Easter Centre as they fall due.
- 2c** **Funds**  
Unrestricted funds represent funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC. These unrestricted funds include funds designated for a particular purpose by the PCC, such as the Freehold Property Fund which represents the amount invested (net of loans) in operational properties. Restricted funds represent funds which may only be used for a particular purpose but remain wholly under the control of the PCC. Endowment funds are those whose capital must be maintained; only income arising from the endowment may be used as directed. The only Endowment fund held is the Budgen Bequest which is for the general purposes of the PCC. As explained in Note 6, this is now invested in part of the Easter Centre, the income and ministry use of which supports the General Fund.
- 2d** **Income and endowments**  
Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC becomes legally entitled to receive them. Income of the Playbox nursery represents the amounts receivable in respect of the provision of nursery facilities during the year. Dividends and interest are accounted for when receivable. Realised gains or losses are recognised when investments are sold and unrealised gains or losses on revaluation of investments at the year-end are accounted for through the Statement of Financial Activities. Income from letting PCC properties is recognised when due. Gains from the revaluation of PCC properties, whether realised on disposal or unrealised on revaluation, are reported as Other Recognised Gains in the Freehold Property Fund.
- 2e** **Expenditure**  
Expenditure is accounted for on an accruals basis but excludes time or materials freely given by members. Grants are accounted for when awarded, if that award creates a binding or constructive obligation on the PCC. All costs are directly attributable to the different categories of expenditure and so no allocation or apportionment is made.
- 2f** **Fixed Assets**  
**Tangible Assets - Land and Buildings**  
Consecrated and benefited property is excluded from the financial statements in accordance with the Charities Act 2011. The Easter Centre has been built on land held in trust by the Diocese of Guildford on behalf of the PCC and is carried at cost including capitalised interest on loans taken out to fund construction costs in advance of donations received. Other freehold land and buildings held on behalf of the PCC are valued at cost or the PCC's estimate of market value in 2007 (if later). No depreciation is charged against freehold properties as their residual values are considered equal to or greater than their carrying value in the accounts.  
**Tangible Assets - Equipment**  
No value is placed on church inventory furnishings held by the churchwardens on trust for the PCC and which require a faculty for disposal. Other equipment held in the church premises and elsewhere is included at historical cost and depreciated over its estimated useful life of 5 years. Individual items costing less than £1,000 are written off when they are acquired.  
**Investments**  
Investments are stated at market value at the balance sheet date.
- 2g** **Stock**  
Stocks are valued at the lower of cost or net realisable value. The stock is held as part of the Traidcraft trading activities.
- 2h** **Public benefit entity concessionary loans**  
Interest free loans from church members towards the public benefit of the Easter Centre are accounted for as concessionary loans under FRS 102. Details are set out in Note 11: Creditors due after more than one year.
- 2i** **Pension costs**  
The PCC operates a defined contribution pension scheme. The assets are held separately from those of the PCC in independently administered funds. Employer contributions are charged to resources expended as they became payable.



**PCC of St John the Baptist, Egham**  
**Notes to the Financial Statements**  
for the year ending 31 December 2020

(No columns for the Endowment Fund are shown in the following notes as the income of this fund forms part of the General Fund.)

Note	General & Building		Restricted		Total	
	2020 £	2019 £	2020 £	2019 £	2020 £	2019 £
<b>3 INCOME AND ENDOWMENTS FROM:</b>						
<b>3a Donations and legacies</b>						
Partnership Planned Giving scheme	260,836	231,010	0	0	260,836	231,010
Tax recoverable	59,243	52,635	69,865	68,679	129,108	121,314
Collections & Appeals	4,626	6,025	0	6,247	4,626	12,272
Gifts CAP, Kitchen, Caddey & Playbox	4,886	2,663	39,148	8,028	44,034	10,691
Grants Received	13,891	9,400	13,913	0	27,804	9,400
Easter Centre gifts	0	0	308,574	345,518	308,574	345,518
Legacies	0	15,000	0	0	0	15,000
Total	£343,482	£316,733	£431,500	£428,472	£774,982	£745,205
<b>3b Church activities</b>						
Residential & mission trips fees	0	2,720	0	0	0	2,720
Don. & subs - youth / other activities	1,473	4,065	0	0	1,473	4,065
Donations for use of facilities	23,467	32,075	(17,700)	(17,200)	5,767	14,875
PCC fees	1,614	1,898	0	0	1,614	1,898
Playbox fees & grants	0	0	125,927	129,643	125,927	129,643
Other -Concerts/Courses/Traidcraft	1,059	5,544	815	693	1,874	6,237
Total	£27,613	£46,302	£109,042	£113,136	£136,655	£159,438
<b>3c Fundraising and trading activities</b>						
Playbox fundraising	0	0	0	43	0	43
Total	£0	£0	£0	£43	£0	£43
<b>3d Investments</b>						
Dividends & interest income	1,809	1,769	73	1,122	1,882	2,891
Rental of properties	4,400	1,600	0	0	4,400	1,600
Total	£6,209	£3,369	£73	£1,122	£6,282	£4,491
<b>Total Income</b>	<b>£377,304</b>	<b>£366,404</b>	<b>£540,615</b>	<b>£542,773</b>	<b>£917,919</b>	<b>£909,177</b>
<b>4 EXPENDITURE ON:</b>						
<b>Charitable activities:</b>						
<b>4a Grants made</b>						
Overseas mission organisations	19,950	18,300	2,037	6,247	21,987	24,547
Home mission organisations	12,459	11,900	527	0	12,986	11,900
Training grants	2,600	2,069	0	0	2,600	2,069
Travel bursaries	0	0	0	0	0	0
Total	£35,009	£32,269	£2,564	£6,247	£37,573	£38,516
(see Note 5d for further details)						
<b>4b Church activities</b>						
<b>Ministry Team</b>						
Diocesan parish share	123,860	124,732	0	0	123,860	124,732
Clergy team expenses	4,469	5,929	0	0	4,469	5,929
Other salaries, expenses & Playbox	57,015	55,256	103,827	106,318	160,842	161,574
Total	£185,344	£185,917	£103,827	£106,318	£289,171	£292,235
<b>Ministry costs</b>						
Worship	2,953	4,385	0	0	2,953	4,385
Adult mission inc CAP & Kitchen	12,525	16,617	10,256	712	22,781	17,329
Youth mission & Playbox	6,350	7,726	4,642	12,866	10,992	20,592
Residential and mission trips	0	2,520	0	0	0	2,520
Other events and activities	1,674	7,099	0	0	1,674	7,099
Total	£23,502	£38,347	£14,898	£13,578	£38,400	£51,925



**PCC of St John the Baptist, Egham**  
**Notes to the Financial Statements**  
for the year ending 31 December 2020

Note	General Fund		Restricted		Total	
	2020 £	2019 £	2020 £	2019 £	2020 £	2019 £
<b>EXPENDITURE (continued):</b>						
<b>4b Church activities (continued)</b>						
<b>Provision of buildings and equipment</b>						
Church						
Utilities	3,625	3,736	0	0	3,625	3,736
Insurance	2,895	2,866	0	0	2,895	2,866
Cleaning and maintenance	3,501	3,702	0	0	3,501	3,702
Quinquennial/major works/repairs	12,889	11,490	0	0	12,889	11,490
<b>Total</b>	<b>£22,910</b>	<b>£21,794</b>	<b>£0</b>	<b>£0</b>	<b>£22,910</b>	<b>£21,794</b>
Easter Centre						
Utilities	9,415	13,065	0	0	9,415	13,065
Insurance	1,843	1,807	0	0	1,843	1,807
Maintenance and gardening	9,371	16,127	0	0	9,371	16,127
Cleaning	3,305	5,154	0	0	3,305	5,154
Rent and management	0	0	0	0	0	0
<b>Total</b>	<b>£23,934</b>	<b>£36,153</b>	<b>£0</b>	<b>£0</b>	<b>£23,934</b>	<b>£36,153</b>
Caddey operating costs	£1,632	£2,442	£0	£5,734	£1,632	£8,176
Houses						
Vicarage	4,166	148	0	0	4,166	148
Curate's house	21,937	1,340	0	0	21,937	1,340
25 Mead Close	0	0	0	0	0	0
<b>Total</b>	<b>£26,103</b>	<b>£1,488</b>	<b>£0</b>	<b>£0</b>	<b>£26,103</b>	<b>£1,488</b>
Depreciation of fixed assets	£3,869	£3,113	£0	£0	£3,869	£3,113
<b>Total</b>	<b>£78,448</b>	<b>£64,990</b>	<b>£0</b>	<b>£5,734</b>	<b>£78,448</b>	<b>£70,724</b>
<b>Other expenditure</b>						
Interest payable, bank & legal fees	0	163	51,721	57,473	51,721	57,636
Traidcraft and Kitchen purchases	0	0	680	953	680	953
<b>Total</b>	<b>£0</b>	<b>£163</b>	<b>£52,401</b>	<b>£58,426</b>	<b>£52,401</b>	<b>£58,589</b>
<b>Support costs</b>						
Parish Administrator and Assistants	20,330	18,648	0	0	20,330	18,648
IT & Phone	4,227	2,921	0	0	4,227	2,921
Office Costs	3,274	5,340	0	0	3,274	5,340
Bank & other service fees	2,705	3,269	57	0	2,762	3,269
Other support costs	179	773	0	0	179	773
<b>Total</b>	<b>£30,715</b>	<b>£30,951</b>	<b>£57</b>	<b>£0</b>	<b>£30,772</b>	<b>£30,951</b>
<b>Governance costs</b>						
Audit fee	£5,400	£6,000	£0	£0	£5,400	£6,000
<b>Total church activities</b>	<b>£323,409</b>	<b>£326,368</b>	<b>£171,183</b>	<b>£184,056</b>	<b>£494,592</b>	<b>£510,424</b>
<b>Total Expenditure</b>	<b>£358,418</b>	<b>£358,637</b>	<b>£173,747</b>	<b>£190,303</b>	<b>£532,165</b>	<b>£548,940</b>

**5a Resources Expended**

The following have been expensed through the General Fund:

	£	£
Auditors' remuneration including Value Added Tax thereon	5,400	6,000

**5b Employee information and key management personnel**

	2020	2019
Average number of full or part-time employees directly employed by the PCC	9	9
Average number of full or part-time employees directly employed by Playbox	9	12
Total employee emoluments paid by the PCC (including Playbox):		
Salaries	170,418	169,595
Employer pension contributions	1,848	1,323
Employer National Insurance	1,404	1,469
<b>Total</b>	<b>173,670</b>	<b>172,387</b>

There are no employees with emoluments above £60,000.

These figures exclude the Incumbent and Curate, who are employed by Guildford Diocese, paid for from Parish Share (in note 4b) and considered to be the key management personnel overseeing the ministry of St John's that is resourced by the PCC.



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**Note****5c Transactions with members of the PCC and their immediate families**

**Donations** of £164,807 were recorded from PCC members and their immediate families, during their period of membership falling within 2020 (2019: £130,409). This total does not include Gift Aid which was also received in respect of most of these donations.

**Salaries and expenses** paid as permitted by section 3A of the Parochial Church Councils (Powers) Measure 1956:

Mrs M Cramer is employed as cleaner and received a salary of £3,051 during the year.

Ms G Hopkins is employed as Youth & Student Lay Pastor and received a salary and pension contributions of £11,699 during the year.

She also lives in job related accommodation without charge.

None of their remuneration was in respect of their services as PCC trustees.

Two members were reimbursed expenses totalling £764. This was related to their employment and not to their services as PCC members.

**Related parties**

Steve Cresswell is married to the Church Administrator, Steve Jenkins is married to one of the Assistant Administrators and Sam Senanayake is the husband and Michael Senanayake is the son of the other Assistant Administrator.

They were all excluded from decisions about employment or remuneration, as were the PCC members directly employed by the PCC.

Keith Malcouronne is a director of Acuity Professional Limited which administered the PCC and Playbox payrolls for fees of £1,008 including non-recoverable VAT and of BC Technologies LLP who provided IT support for a total cost of £1,770. Keith is also deputy chairman of the Guildford Diocesan Board of Finance, which receives the parish share of £123,860.

Chris King undertook work in the renovation of 33 Grange Road for which he was paid £1,380.

**5d Grants payable**

Grants were made during the year to the following organisations (included within note 4a above):

<u>Overseas mission:</u>	<u>£</u>	<u>Home mission:</u>	<u>£</u>
My Fathers House Olinda Brazil	6,150	East to West Trust	5,650
Child Action Lanka	6,150	Christians Against Poverty	3,600
Latin Link Brazil: Flatmans	6,250	Faith Awareness in Children Trust	2,000
Friends of Kijabe, Kenya	1,937	Runnymede Deanery Synod	1,209
Bible Society: BtheWord	1,500	Guildford Diocese: Local Ministry Program	1,100
		New Wine Discipleship Program	1,500
		Grant to CAP client funded by	527
		Egham United Charities	
<b>Total grants to organisations</b>	<b>21,987</b>		<b>15,586</b>

In addition, collections were taken up or other gifts received for the following charities where the PCC was acting as agent for these recipients. Accordingly, these amounts did not form part of the income or expenditure of the PCC in these financial statements:

Besom in Runnymede (Christmas)	170	British Legion (Remembrance Sunday)	35
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**6 Fixed Assets for use by the PCC**

	<b>Tangible fixed assets</b>			
	<b>Easter Centre</b>	<b>33 Grange Road</b>	<b>Audio visual, office &amp; other equipment</b>	<b>Total Fixed Assets</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<u>Cost or valuation</u>				
At 1 January 2020	5,936,848	320,696	83,515	6,341,059
Additions	0	0	2,628	2,628
Disposals	0	0	0	0
At 31 December 2020	£5,936,848	£320,696	£86,143	£6,343,687
<u>Depreciation</u>				
At 1 January 2020	0	0	71,092	71,092
Charge for the year	0	0	3,869	3,869
Disposals	0	0	0	0
At 31 December 2020	£0	£0	£74,961	£74,961
<b>Net book value at 31 December 2020</b>	<b>£5,936,848</b>	<b>£320,696</b>	<b>£11,182</b>	<b>£6,268,726</b>
<b>Net book value at 31 December 2019</b>	<b>£5,936,848</b>	<b>£320,696</b>	<b>£12,423</b>	<b>£6,269,967</b>

33 Grange Road was revalued by the Trustees to estimated market value at October 2007, its second such revaluation since inclusion in the accounts. It was bought in 1979 as curate housing at a cost of £31,950 and the Trustees are not aware of any impairment in value since the 2007 valuation.

The Endowment Fund of £83,847 is invested into the Easter Centre for continuing use in mission and ministry of St John's parish, in accordance with the bequest of Edward Budgen in 1954.



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**Note**

Following the transfer of land previously owned by the Vicar and Churchwardens to the PCC, on some of which the Easter Centre is built, the PCC now also owns the land on which the Caddey stands and the car park is laid. This was originally received at no cost from Runnymede Borough Council in exchange for some land adjoining the High Street where the war memorial is located.

**7 Investment Assets**

	Net Book Value at 1 January 2020 £	Additions/ disposals £	Unrealised gain/(loss) £	Net Book Value at 31 December 2020 £
<b>CBF Investment Fund income shares</b>	57,378	0	3,962	<b>61,340</b>
<b>CBF Deposit Fund</b>	145	0	0	<b>145</b>
<b>Total</b>	<b>£57,523</b>	<b>£0</b>	<b>£3,962</b>	<b>£61,485</b>

The CBF Church of England Investment Fund shares produced a total return (including dividends paid into the General Fund) for 2020 of 10.2% before management expenses which was better than its Composite Charity Investment Benchmark return of 4.0%, which is used as the PCC's investment performance benchmark. As a participant in the CBF Church of England Funds managed by CCLA (Church, Charity and Local Authority) Investment Management Limited, the PCC adopts the ethical investment policies explicit in these funds. A copy of these policies is available at [www.ccla.co.uk](http://www.ccla.co.uk)

The CBF Church of England Investment and Deposit Funds are managed by CCLA Investment Management Limited, which is 60% owned by the Investment Fund. An annual management charge of 0.55% is taken from capital.

	2020 £	2019 £
<b>8 Stock</b>		
Stocks of Traidcraft goods held at 31 December	<b>£506</b>	<b>£534</b>
<b>9 Debtors &amp; prepayments</b>		
Income tax recoverable	<b>10,328</b>	<b>8,045</b>
Other debtors and prepayments	<b>2,305</b>	<b>2,299</b>
Playbox and Traidcraft debtors	<b>0</b>	<b>2,219</b>
<b>Total</b>	<b>£12,633</b>	<b>£12,563</b>
<b>10 Current Liabilities</b>		
Bank & other loans falling due within one year (note 11)	<b>111,444</b>	<b>109,229</b>
Concessionary loans	<b>142,000</b>	<b>10,000</b>
Creditors and accruals	<b>22,852</b>	<b>19,903</b>
<b>Total</b>	<b>£276,296</b>	<b>£139,132</b>

Creditors & accruals includes £8,305 (2019 £0) received in advance from Surrey County Council for Playbox grants which will be earned in 2021.

**11 Creditors due after more than one year**

This figure represents loans totalling £1,198,395 from Lloyds Bank plc and £1,000 of interest-free loans from church members to help pay for the Easter Centre prior to further gifts and grants being received in the future. The interest free loans were principally for three or five years and the residual balance is repayable mainly in April 2021.

Amounts falling due:

in one year or on demand	bank & other loans	<b>111,444</b>	<b>109,229</b>
	concessionary loans	<b>142,000</b>	<b>10,000</b>
in more than one but not more than two years:	bank loans	<b>159,995</b>	<b>106,947</b>
	concessionary loans	<b>0</b>	<b>160,000</b>
in more than two but not more than five years:	bank loans	<b>348,994</b>	<b>559,726</b>
	concessionary loans	<b>1,000</b>	<b>0</b>
in more than five years: bank loans		<b>689,406</b>	<b>800,141</b>
		<b>£1,452,839</b>	<b>£1,746,043</b>
<u>less:</u>			
included in creditors falling due within one year		<b>(253,444)</b>	<b>(119,229)</b>
<b>Amounts falling due after one year</b>		<b>£1,199,395</b>	<b>£1,626,814</b>

The Lloyds Bank loans are supported by a letter of comfort from the Guildford Diocesan Board of Finance. £48,273 is on an interest-only basis, repayable in 2022, with interest at 1.25% over Lloyds Bank Base Rate. £1,500,000 was initially interest only, but repayments commenced in 2018 and are payable by instalments over the following 13 years with interest on half fixed at 4.26% and the balance a variable interest rate of 2.35% over Lloyds Bank Base Rate.



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**Note****12 Analysis of net assets and movements in Funds**

Restricted funds comprise donations for which the use has been specified by the donor. These include funds towards the Campus Dev Mgr Playbox and Traidcraft. Now the Easter Centre is complete, donations to pay for it are transferred to unrestricted funds as received.

The endowment fund comprises the Edward Budgen bequest to which the PCC has access to the income from, or use of, its invested assets (now in the Easter Centre) for its general purposes. The original value of the Edward Budgen bequest in 1954 is not now known.

**12a Analysis of Net Assets/(Liabilities) by Fund as at 31 December 2020**

	Restricted funds				Endowment fund	Total
	Unrestricted funds	Playbox	Traidcraft & Kitchen	Other funds		
	£	£	£	£	£	£
<b>Fixed Assets</b>						
Easter Centre	5,853,001	0	0	0	83,847	5,936,848
Other buildings & Equipment	331,878	0	0	0	0	331,878
Investments	61,485	0	0	0	0	61,485
<b>Current Assets</b>						
Stock	0	0	506	0	0	506
Cash at Bank, on Deposit and In Hand	107,845	31,341	34,887	11,128	0	185,201
Debtors and Prepayments	12,633	0	0	0	0	12,633
<b>Current Liabilities</b>						
Bank and other loans due within 1 year	(253,444)	0	0	0	0	(253,444)
Creditors and Accruals	(11,190)	(11,640)	(22)	0	0	(22,852)
<b>Bank &amp; other loans due after 1 year</b>	<b>(1,199,395)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,199,395)</b>
<b>Net Assets/ (Liabilities)</b>	<b>4,902,813</b>	<b>19,701</b>	<b>35,371</b>	<b>11,128</b>	<b>83,847</b>	<b>5,052,860</b>

**12b Movement of Funds:**

	1st January 2020	Transfers	Income and endowments	Expenditure	Gains	31st December 2020
<b>Restricted funds:</b>						
Traidcraft	3,697		815	(680)		3,832
Garden of Remembrance Hodder Legacy	1,000					1,000
Community Kitchen/ Hardship Fund	4,203		39,148	(11,813)		31,538
Campus Dev. Manager Fund	0		10,000			10,000
Chuter Choir Boys' Prize/ Vicar's Disc. Fund	128					128
Mission Partners	2,648	(2,648)	2,564	(2,564)		0
<b>Other restricted funds (as above)</b>	<b>£11,676</b>	<b>(£2,648)</b>	<b>£52,527</b>	<b>(£15,057)</b>	<b>£0</b>	<b>£46,498</b>
Playbox	17,026		127,344	(124,669)	0	19,701
Building for the Future / Easter Centre	0	(326,723)	378,444	(51,721)	0	0
<b>Total restricted funds</b>	<b>£28,702</b>	<b>(£329,371)</b>	<b>£558,315</b>	<b>(£191,447)</b>	<b>£0</b>	<b>£66,199</b>
<b>Unrestricted funds:</b>						
General Fund	75,401	(12,352)	359,604	(340,718)	3,962	85,897
Fabric Repairs Fund	26,670	15,000				41,670
Easter Centre	4,127,828	326,723				4,454,551
Other Freehold Property Fund	320,696					320,696
	<b>£4,550,595</b>	<b>£329,371</b>	<b>£359,604</b>	<b>(£340,718)</b>	<b>£3,962</b>	<b>£4,902,814</b>
<b>Endowment Fund Edward Budgen bequest</b>	<b>83,847</b>					<b>83,847</b>
<b>Total Funds</b>	<b>£4,663,144</b>	<b>£0</b>	<b>£917,919</b>	<b>(£532,165)</b>	<b>£3,962</b>	<b>£5,052,860</b>

The transfer between funds of £326,723 (2019: 357,767) represents amounts received in donations towards repaying the loans related to building the Easter Centre, less interest expense on those loans.

The PCC agreed in light of the surplus to transfer £15,000 to the Fabric Repairs Fund.

The comparative figures for 2019 are shown in Notes 12c and 12d on the following page.



**PCC of St John the Baptist, Egham**  
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**Note****12c Analysis of Net Assets/(Liabilities) by Fund as at 31 December 2019**

	<u>Unrestricted funds</u> £	<u>Restricted funds</u>			<u>Endowment fund</u> £	<u>Total</u> £
		<u>Playbox</u> £	<u>Traidcraft &amp; Kitchen</u> £	<u>Other funds</u> £		
<b>Fixed Assets</b>						
Easter Centre	5,853,001	0	0	0	83,847	5,936,848
Other Buildings & Equipment	333,119	0	0	0	0	333,119
Investments	57,523	0	0	0	0	57,523
<b>Current Assets</b>						
Stock	0	0	534	0	0	534
Cash at Bank, on Deposit and In Hand	60,207	16,984	7,536	3,776	0	88,503
Debtors and Prepayments	10,344	2,219	0	0	0	12,563
<b>Current Liabilities</b>						
Bank and other loans due within 1 year	(119,229)	0	0	0	0	(119,229)
Creditors and Accruals	(17,726)	(2,177)	0	0	0	(19,903)
<b>Bank &amp; other loans due after 1 year</b>	<b>(1,626,814)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,626,814)</b>
<b>Net Assets/ (Liabilities)</b>	<b>£4,550,425</b>	<b>£17,026</b>	<b>£8,070</b>	<b>£3,776</b>	<b>£83,847</b>	<b>£4,663,144</b>

**12d Movement of Funds:**

	<u>1st January 2019</u>	<u>Transfers</u>	<u>Income and endowments</u>	<u>Expenditure</u>	<u>Gains</u>	<u>31st December 2019</u>
<b>Restricted funds:</b>						
Traidcraft	3,957	0	693	(953)	0	3,697
The Shed	0	0	5,734	(5,734)	0	0
Garden of Remembrance Hodder Legacy	1,000	0	0	0	0	1,000
Community Kitchen	4,030	0	1,885	(1,712)	0	4,203
Vicar's Discretionary Fund	35	0	0	0	0	35
Chuter Choir Boys' Prize Fund	93	0	0	0	0	93
Mission Partners	2,648	0	0	0	0	2,648
<b>Other restricted funds (as above)</b>	<b>£11,763</b>	<b>£0</b>	<b>£8,312</b>	<b>(£8,399)</b>	<b>£0</b>	<b>£11,676</b>
Playbox	22,236	0	130,174	(135,384)	0	17,026
Building for the Future / Easter Centre (transfer of construction costs paid from gifts received)	0	(357,767)	415,240	(57,473)	0	0
<b>Total restricted funds</b>	<b>£33,999</b>	<b>(£357,767)</b>	<b>£553,726</b>	<b>(£201,256)</b>	<b>£0</b>	<b>£28,702</b>
<b>Unrestricted funds:</b>						
General Fund	58,585	0	366,404	(358,637)	9,049	75,401
Fabric Repairs Fund	26,670	0	0	0	0	26,670
Easter Centre	3,770,061	357,767	0	0	0	4,127,828
Freehold Property Fund (transfer of capital repayments increasing the property equity)	320,696	0	0	0	0	320,696
	<b>£4,176,012</b>	<b>£357,767</b>	<b>£366,404</b>	<b>(£358,637)</b>	<b>£9,049</b>	<b>£4,550,595</b>
<b>Endowment Fund</b> Edward Budgen bequest	83,847	0	0	0	0	83,847
<b>Total Funds</b>	<b>£4,293,858</b>	<b>£0</b>	<b>£920,130</b>	<b>(£559,893)</b>	<b>£9,049</b>	<b>£4,663,144</b>

**13 Contingent Assets**

The PCC have been advised during the year of a legacy that the executors expected to pay to the church in 2021. While the final amount is not yet clear, the expectation is the legacy will be in the order of £60,000 to £80,000.

Due to the lack of certainty regarding the amount that would be received, the value of this legacy will be recorded in the accounts when there is greater clarity on the valuation, and accordingly have not included any amount for this legacy in the accounts for 2020.