The Parochial Church Council of the Ecclesiastical Parish of St Philip and St James, Clifton, York

(Charity Registration Number 1133857)

Trustees Annual Report & Financial Statements

for the year ended 31st December 2020



www.cliftonparish.org.uk

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Trustees' Annual Report

From 1st January 2020 to 31st December 2020

Reference and Administration details

Charity name:	The Parochial Church Council of the Ecclesiastical Parish of St Philip and St James, Clifton, York
Other names the charity is known by:	Clifton Parochial Church Council (Clifton PCC)
Registered Charity number:	1133857
Charity's principal address:	Vicarage Lodge Office Clifton York YO30 6BH

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year
Andrew Gready	Vicar, Chairman	
Kirsty Dennett	Curate	From 1 July 2020
Andy Goodwin	Church Warden	
Julian Cripps	Church Warden	
Peter Wallace	Treasurer	From 2 November 2020 – see Note 1 below
Julie McLeish		From 2 November 2020
Trevor Charlton		From 2 November 2020
Suzanne Barwick		
Derek Paterson		
Garry Parkes		
John Burnett		8
Rosemary Swords		
Howard Landon		
Fiona Whittle		
Paul Dibley		
Stan Slade		
Paul Millard	Curate	To 12 April 2020
Adrian Fuller	Treasurer	To 18 May 2020 – see Note 1 below
Cathy Roberts		To 2 November 2020
Liz Ramage		To 2 November 2020
David Crosby		To 15 March 2020
Kate Tattershall		To 2 November 2020

Note 1 – Peter Wallace was elected to Clifton PCC as Treasurer on 18 May 2020 and became a formal trustee of the charity on 2 November 2020. Adrian Fuller resigned as Treasurer on 18 May 2020 after 14 years of dedicated service.

Structure, governance and management

Description of the charity's trusts

Governing Document:

Canon Law for the Church of England

How the charity is constituted:

Parish of the Church of England

Trustee selection methods:

Clergy are automatically trustees; others are elected at the AGM.

Objectives and activities

Summary of the objects of the charity set out in its governing document

Promoting in the ecclesiastical parish the whole mission of the Church.

Summary of the main activities undertaken for the public benefit in relation to these objects

Services: 3 services are held every Sunday in the parish at two churches, some are more child friendly which include classes for children, others are more reflective and include Holy Communion. There is also a mid-week Holy Communion service. We regularly hold Baptism, Funeral and Marriage services.

Youth work: Several youth groups meet both on Sunday and mid-week led by a paid youth work leader. These are open to and attended by children from both church and non-church families. Young Christians are paired up with more mature ones for guidance and encouragement.

Work with children: A part-time paid Children's Worker is funded by a generous donation from a member of the Congregation. This has facilitated the continuation of work with a number of children, from both within and outside the church community.

Groups for toddlers and their carers, are run at both churches which bring a large number of families into contact with the churches.

Elderly: We attend two care homes in the parish, visiting regularly and conducting communion services. There is a "Young at Heart" group for the local community who meet each month in the local pub for lunch and short entertainment. In the summer 3 coach trips are arranged for church members and members of the local community. Both of these are subsidised by grants from the Parish Council.

Other Events: Women's breakfasts are normally held regularly through the year.

Community: A group go out litter picking on several Saturday mornings in the Clifton area.

Overseas mission: We support mission partners in Rwanda, Tanzania, Ghana, and Brazil; and also make gifts amounting to 10% of our giving income to overseas and local charities.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities

Our mission statement is: "To know Jesus and make known His transforming power".

Achievements and performance

Summary of the main achievements of the charity during 2020

Approximately 160 people attend Clifton Parish Church or St Mark's Church regularly. From the end of March 2020, Covid-19 lockdown restrictions limited the number of times the church buildings could be open – at other times some services were held outdoors or via live 'Zoom' video services.

Around 20 children aged between 3 and 16 years attend Sunday school classes in the two churches.

Young people have attended many events including youth café and Sunday evening groups. Groups for 4-7s and 7-11s were also continued during 2020, but due to Covid-19 restrictions, many of these were done via remote 'Zoom' video meetings.

Many members of the Church attend regular small Group meetings. Others meet in small groups to pray. Again, due to Covid-19 restrictions, many of these were done via remote 'Zoom' video meetings.

Church members look out for people moving into their neighbourhood and give them a leaflet with local information and an invitation to our services.

At Christmas time 2,500 cards were hand delivered around the parish community conveying Christmas wishes and providing church contact details.

The website for the churches was fully redesigned during 2020 and a large amount of new content developed – the new site went live at the start of 2021.

Financial Review

Reserves Policy

The Parish seeks to meet all its commitments to the Diocese and its ministry as they fall due. In addition, we have set up a reserve, in the "Rainy Day" fund, to cover unexpected future increases in expenditure or fall in income.

Funds materially in deficit

None.

Further financial review details

The majority of the Parish's income comes from regular giving by members.

Trustee's responsibilities in relation to the financial statements

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.

In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act.

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.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

26/4/4

Signature

Full Name

Andrew Gready

Position

Vicar

Date

Independent Examiner's Report to the Trustees

I report on the accounts of: The Parochial Church Council of the Ecclesiastical Parish of St Philip and St James, Clifton, York

For the year ended: 31st December 2020, which are set out on pages 8 to 17.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 'Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

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

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and hance come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

22/05/2021

Karen Wood (ACMA)

Outsource Independent Examination Service

The Hiscox Building

Peasholme Green

York

YO1 7PR

The Parochial Church Council of the Ecclesiastical Parish of St Philip and St James, **Clifton, York** (Charity Registration Number 1133857)

Statement of Financial Activities for the year ended:

31st December 2020

	Note	Unrestricted funds	Restricted funds	Endowment funds	Total 2020	Total 2019
Income and endowments from:		£	£	£	£	£
Donations and legacies	3.1	184,165	3,825	=	187,990	263,155
Charitable activities	3.2	930	_	_	930	2,472
Other trading activities	3.3	4,059	66	-	4,125	18,333
Investments	3.4	800	-	112	912	1,346
Total income	3 _	189,954	3,891	112	193,957	285,306
Expenditure on:						
Charitable activities	4.1	187,685	16,672	-	204,357	263,831
Other	4.2	8,348	-	-	8,348	448
Total expenditure	4	196,033	16,672	<u> </u>	212,705	264,279
Net income/(expenditure)	_	(6,079)	(12,781)	112	(18,748)	21,027
Gross transfers between funds		-	-	-	=1	-
Net movement in funds	_	(6,079)	(12,781)	112	(18,748)	21,027
Total funds brought forward		129,989	63,185	1,626	194,800	173,773
Total funds carried forward	_	123,910	50,404	1,738	176,052	194,800

The Parochial Church Council of the Ecclesiastical Parish of St Philip and St James, Clifton, York

(Charity Registration Number 1133857)

Balance Sheet as at:

31st December 2020

Fixed Assets	Note	2020	2019
Tangible assets	7.1	£ 118,326	£ 120,470
Investments	7.2	1,738	1,626
Total Fixed Assets		120,064	122,096
Current Assets Cash at bank and in hand		67.052	92.049
Debtors & Prepayments	8	67,952 7,745	83,018 11,138
Stock Held	Ū	273	325
Total Current Assets		75,970	94,481
Current Liabilities: Amounts falling due within one year Creditors and accruals	9	(19,982)	(21,777)
Net Current Assets/(Liabilities)		55,988	72,704
Total Assets less Current Liabilities		176,052	194,800
Current Liabilities: Amounts falling due after more than one year Creditors and accruals Net Assets/(Liabilities)		176,052	194,800
Funds of the Charity			
Unrestricted Funds (General)		=	2,517
Unrestricted Funds (Designated)		123,910	127,472
Restricted Funds		50,404	63,185
Endowment Funds		1,738	1,626
Total Funds Carried Forward	10	176,052	194,800

The financial statements were approved by the trustees on:

And signed on their behalf by:

Andrew Gready Vicar

The Parochial Church Council of the Ecclesiastical Parish of St Philip and St James, Clifton, York

(Charity Registration Number 1133857)

Notes to the accounts for the year ended:

31st December 2020

1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Church Accounting Regulations (2006).

The Parish adopted the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRRSE) (effective 1 January 2015), and the Church Accounting Regulations (2006).

The Parish meets the definition of a public benefit entity under FRS102.

2 Accounting policies

Income and endowments

Recognition of income

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

- the charity becomes entitled to the resources;
- the trustees are sufficiently certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources, receipt is probable and receipt is probable.

Volunteer help

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

Expenditure and Liabilities

Expenditure

Raising funds

Cost of raising funds comprise those costs associated with attracting voluntary income.

Charitable activities

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

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Loans

The PCC received a loan from a Church member for £3,000 some years ago. This loan was converted into a gift during 2019.

A further loan for £10,000 was received in 2018. This loan was also converted into a gift during 2019.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or, if gifted, at the value to the charity on receipt, less depreciation. Depreciation is provided at rates to write off the cost of the asset over a four year period (25% straight line basis), with the asset being written off at the end of this period.

No value is placed on the Churches or the moveable church furnishings within them. These are consecrated property, and no value should be placed on them, in accordance with the Charities Act.

Property

The property (2 Doe Park) owned by the Church is retained in the balance sheet at its original purchase price. The trustees do not deem it appropriate to depreciate this item as the asset has a long remaining useful life and the currently estimated resale value is higher than the book value.

The vicarage is owned by the Diocese, and so do not feature in these accounts.

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor.

The Parochial Church Council of the Ecclesiastical Parish of St Philip and St James, Clifton, York
(Charity Registration Number 1133857)

Notes to the accounts for the year ended:
31st December 2020

3 Income and endowments

	Unrestricted funds	Restricted funds	Endowment funds	Total 2020 £	Unrestricted funds	Restricted funds	Endowment funds	Total 2019 f
3.1 Donations and legacies Planned diving:	ı	ı	ı	l	Ī	1	ı	i
Giff aided	105,573	50	1	105,623	110,511	20		110,561
Non-gift aided	14,913		1	14,913	16,162	1	,	16,162
One-off gifts	19,870		1	19,870	27,162	5,000	,	32,162
Tax recoverable	30,720	350	1	31,070	34,915	2,223	ı	37,138
Sunday cash collections	1,472			1,472	4,535		,	4,535
Donations	962	2,911	•	3,873	1,067	35,621	,	36,688
Coffee donations - Sundays	27		,	27	530	ı	×	530
Clifton Moor contributions	6,013		ı	6,013	15,125	ı	,	15,125
Grants	420	514	•	934	619	1,050		1,669
Legacies	200		ı	200	1	8,000	T.	8,000
Sundry income	3,995		1	3,995	556	29		585
	184,165	3,825	•	187,990	211,182	51,973		263,155
3.2 Charitable activities								
Wedding & funeral fees	930	,	-	930	2,472			2,472
3.3 Other trading activities								
Rental income - Churches	2,249	,	1	2,249	10,972	,	1	10,972
Rental income - 2 Doe Park	1,800	ı	1	1,800			i	•
Christmas fayre	•		•	1		410	ı	410
Youth events & tuck shop		99	ı	99		964	ī	964
Parish/women's weekend			1	1	5,910	1	ıĨ	5,910
Outside printing	10	1	ı	10	77	ı	T	77
	4,059	99		4,125	16,959	1,374	•	18,333
3.4 Investments								
Gain/Loss on value of shares		1	112	112	•		256	256
Interest & dividends	800	1	1	800	1,090	T	I	1,090
	800		112	912	1,090	-	256	1,346
Total income	189,954	3,891	112	193,957	231,703	53,347	256	285,306

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	Unrestricted funds	Restricted funds	Endowment funds	Total 2020 f	Unrestricted funds	Restricted funds	Endowment funds	Total 2019 f
4.1 Charitable activities Staff costs				ı				ı
Youth worker	22,252	1	I	22,252	27,668	t	ı	27,668
Parish admin assistant	7,710	1	,	7,710	7,530	ì	1	7,530
Children's worker	1	7,147	Ī	7,147	1	8,444	1	8,444
Cleaner - CPC	1,464	ı	1	1,464	2,343	1	1	2,343
Cleaner - St Mark's	1,432	1	T	1,432	3,273	1	1	3,273
Diocesan freewill offering	117,025	ı	ī	117,025	135,750	,	1	135,750
Clergy expenses & housing	3,834	ı	j	3,834	5,494)	,	5,494
CPC Expenses	7,833	673	•	8,506	11,278	5,068	ť	16,346
St Mark's Church expenses	3,374	1,741	ī	5,115	4,316	10,109		14,425
Major repairs - Church	f	5,493	ī	5,493	1		•	1
Office admin expenses	1,942	ı	ı	1,942	2,598	ī	1	2,598
Youth and Children's work expenses	177	809	ī	785	434	7,842	•	8,276
Outreach	345	r	ı	345	730	ı		730
Women's weekend			ı	Ĭ	5,190	•		5,190
Young at heart expenses	r	1,010	1	1,010	ī	2,315	1	2,315
Wider mission giving	17,245	1	1	17,245	19,328		ı	19,328
Other misc costs	806		ı	806	1,716	,	ı	1,716
Depreciation	2,144	1	1	2,144	2,405	I	t	2,405
	187,685	16,672		204,357	230,053	33,778		263,831
4.2 Other								
Independent Examiner's fee	400	ı	ı	400	400	,	•	400
Maintenance costs - 2 Doe Park	7,948	ı	1	7,948	ı	ı	ı	ı
Other PCC costs	1	1	1	1	48	1	1	48
	8,348	•	1	8,348	448	1		448
Total expenditure	196,033	16,672	ı	212,705	230,501	33,778	•	264,279

5 Expenses & fees

No trustees received a remuneration for services rendered during the year, nor were any trustees' out of pocket expenses reimbursed.

5.1 Fees for examination of the accounts	2020	2019
Independent Examiner's fees for reporting on the accounts	400 £	400 £
6 Staff costs and emoluments	2020	2019
Gross salaries Employers National Insurance Pension Contributions	39,618 - 387 40,005	47,708 - 1,550 49,258
Average number of employees (full time equivalent)	2	2

The vicar and curate are employed by the Diocese, and not by the Parish No employee received remuneration in excess of £60,000 (2019: Nil)

7 Fixed assets

7.1 Tangible fixed assets	Equipment £	Property £	Total £
Cost or valuation	~	•	2
At 1st January 2020	9,619	116,541	126,160
Additions in year	-	-	_
Written off in year	-	-	-
At 31st December 2020	9,619	116,541	126,160
Depreciation	£	£	£
At 1st January 2020	5,690	-	5,690
Charge for the year	2,144	-	2,144
Prior depreciation on write-off	-	-	-
At 31st December 2020	7,834		7,834
Net Book Value	£	£	£
At 31st December 2020	1,785	116,541	118,326
At 31st December 2019	3,929	116,541	120,470
7.2 Investment assets			
ODE Observe at weather trade		2020	2019
CBF Shares at market value Value at start of year		£ 1,626	£ 1,370
5 consecution		1,020	1,070
Net gain/(loss) on revaluation in Year		112	256
Value at end of year		1,738	1,626

8 Debtors and prepayments

	2020	2019
Debtors and prepayments	£	£
Gift Aid Claims Outstanding	7,745	10,608
Other Debtors & Prepayments	-	530
	7,745	11,138

9 Creditors and accruals 2020 2019 Analysis of creditors falling due within one year £ £ Outstanding loans Wider mission giving 17,525 18,530 Other creditors & receipts in advance 2,457 3,247 19,982 21,777

10 Movement of funds

10.1 Movement of major funds

2020					
Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds (General)					
General Unrestricted funds	2,517	189,954	193,889	1,418	_
	2,517	189,954	193,889	1,418	-
Unrestricted Funds (Designated)					
Fixed assets	120,470	_	2,144	- <u></u>	118,326
Rainy day	7,002	_	2,177	(1,418)	5,584
Legacies	- ,002	_	_	(1,410)	-
9	127,472		2,144	(1,418)	123,910
-					
Total Unrestricted Funds	129,989	189,954	196,033		123,910
Restricted Funds					
CPC Renovation & Innovation	20.384	188	6,130	_	14,442
Carol Mason Memorial Youth Work	945	269	441	_	773
Childrens Work	26,917	66	7,350	_	19,633
St Marks Legacy	6,844	_	1,741		5,103
Young at Heart	529	1,014	1,010	_	533
Refugee	7,566	2,354	_	-	9,920
	63,185	3,891	16,672	_	50,404
Endowment Funds					
Endowment fund	1,626	112	_	_	1,738
	1,626	112	-	_	1,738
				-	
Total Funds	194,800	193,957	212,705	-	176,052

2019

2013					
Fund name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted funds (General)					
General unrestricted funds	_	230,613	228,096		2,517
osheral amounties range		230,613	228,096		2,517
		200,010	220,000	****	2,017
Unrestricted					
funds					
(Designated)					
Fixed assets	122,875	_	2,405	=	120,470
Rainy Day	5,912	1,090	-	-	7,002
	128,787	1,090	2,405		127,472
Total Unrestricted Funds	128,787	231,703	230,501	_	129,989
Restricted Funds	4.4.400				
CPC Renovation & Innovation	14,402	11,050	5,068	-	20,384
Carol Mason Memorial Youth Work	625	7,271	6,951	-	945
Children's Work	11,252	25,000	9,335	=	26,917
St Marks Legacy	15,543	1,410	10,109	-	6,844
Young at Heart	1,794	1,050	2,315	=	529
Refugee		7,566		-	7,566
	43,616	53,347	33,778	_	63,185
Endowment Funds					
Endowment Fund	1,370	256	_	3	1,626
	1,370	256	-	-	1,626
			•		,
Total Funds	173,773	285,306	264,279	-	194,800

10.2 Details of Funds Held

Unrestricted Funds (General)

The General fund is unrestricted and available for the general purposes of the Parish.

The PCC agreed that the deficit in this fund will be cleared by a transfer from the Rainy Day fund.

Unrestricted Funds (Designated)

The Designated Funds are also unrestricted and available for the general purposes of the Parish. However, the PCC has designated these funds as follows:

Fixed Assets

An amount representing the book value of the Fixed Assets held in the Parish, which is not immediately available to cover current expenditure.

Rainy Day

A provision against unexpected future expenditure or drop in income.

Restricted Funds

The restricted funds are only available for the purposes specified for each fund, which are:

CPC Renovation & Innovation

Major projects to repair and improve the fabric of Clifton Parish Church.

Carol Mason Memorial Youth Work

Funding for youth work within the Parish.

Children's Work

Funding for children's work within the Parish.

St Marks Legacy

Legacies and donations received for work on the fabric at St Mark's Church.

Young at Heart

Funding to support a luncheon club for older people.

Refugee

Funding towards providing for a Syrian refugee family.

Endowment Funds

The Endowment fund represents the value of our holding of CBF shares. The Income only on this investment is available for the general purpose of the Parish, while the Capital must be retained, under the terms of the original donation.

11 Net assets between funds

Balances at 31st December 2020	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £
Fixed assets Current assets Current liabilities	118,326 24,417 (18,833)	51,553 (1,149)	1,738 - -	120,064 75,970 (19,982)
	123,910	50,404	1,738	176,052
Balances at 31st December 2019	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £
Balances at 31st December 2019 Fixed assets Current assets Current liabilities	Funds	Funds	Funds	2019

12 Transactions with connected parties

During the course of the year the following payments were made to parties connected with members of the PCC: John Burnett was paid £300 for repairs St Mark's Church. Marion Gready was paid £75 as funeral organist.