

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF CHRIST CHURCH, EATON, NORWICH**  
**Registered Charity Number 1130553**

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31<sup>ST</sup> DECEMBER 2020**

**INCUMBENT  
Rev Dr P.H. Richmond**

**BANK  
Barclays Bank PLC.**

**PARISH OFFICE  
Church Lane, Eaton, Norwich,  
Norfolk, NR4 6NW**

**PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON**  
**TRUSTEES' REPORT**  
**YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**General**

The PCC is a registered Charity – Charity Number 1130553 – under the name:  
**Parochial Church Council of the Ecclesiastical Parish of Christ Church,  
Eaton, Norwich.**

**Aims**

The aims of the Charity are to promote the Church Mission in the Eaton, Norwich, Norfolk area by maintaining the Church and engaging in charitable fund-raising work for the benefit of the local Church and also for the aims of the wider Church Mission. The PCC has considered the Charity Commission's guidance on public benefit and tries to help people in the parish grow as disciples of Jesus Christ and in service to others. It maintains the building and keeps it open to the public throughout the year.

**Accounts**

The accounts are set out on pages 3 to 7 in the format prescribed by the Church Accounting Regulations. These are designed to comply with Charity Commission Regulations regarding financial statements for an entity of this size.

**Treasurer's Comments on the Accounts**

Returning to the post of Treasurer after a break of 12 years is rather like my experience of hill climbing. You reach a point in the climb and then look back, marvelling at the distance covered, but on turning to face upwards again the task ahead seems even more daunting. When the pandemic struck no one could imagine what lay ahead. The worsening situation required evermore ingenuity and fortitude. The value of earlier budgets was diminished as different sections of the congregation were affected by the virus, bringing changes to sources of income and demands on expenditure. The only firm ground from which to monitor the financial situation was to make comparison with the previous year.

I must pay tribute to David Archer in developing the scheme of accounts and for the work which has been necessary with the staffing changes in the parish office. When paying tributes I must also include those many church members who assist the treasury function in such important ways.

As one of the Church Wardens with Vivien Humber, Catherine Jeffries has for many years administered the Planned Giving Scheme and the value of this has been strikingly demonstrated during this difficult situation in which the Wardens have assumed a much wider role by making the church safe for worship. As well as the church, there is the cottage and Kinchen Hall to be maintained for which we are fortunate to have the expertise of Mike Brookes. The Accounts will show that spending on maintenance increased from £11,288 to £16,981 in 2020 and a budget has been approved to spend £18,317 in 2021. The policy of protecting and enhancing the property assets is embedded in PCC policy.

There are many notable facts in the accounts, despite the problems, which explain why Fund balances in the year increased by £7,436. Church running expenses fell from £22,811 to £13,621 and a slightly lower parish share was contributed at £65,419. The Friends increased their funds from £148 to £4678 and there was an increase in the Children's Fund by a generous donation of £500.

The Treasurer also has to rely on the assistance of many other church members, such as Gerald Cooke collecting the offertory each week for banking, and he also relies on

the advice and opinions of every member of the PCC. In spite of the uncertainty of the future, the results for 2020 show a resilience that will stand us in good stead for 2021. Finally I would like to commend our new 'team' in the office who have had to cope with an unreal situation and who have succeeded admirably. Sarah Barley's fresh and highly competent approach to the accounts has brought benefit to the PCC, who has to work by them.

### **Reserves Policy**

It is PCC policy to try to maintain a balance on free reserves equal to at least three months' unrestricted payments. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the Year End was sufficient to meet this target.

### **Investment Policy**

The Council's Investment policy is that of 'Cautious Safety' short term deposits.

### **Organisation**

The Trustees usually meet on a monthly basis at which all matters regarding the running of the Church and its finances are discussed. Functions are delegated to working groups as necessary and risks, both financial and physical, are discussed as a matter of course. We are reliant on the Internet as never before and on the website managed by Catherine Richmond. All the members of the PCC are Trustees and their responsibilities have been made clear to them.

The following served on the Council during the year:-

Clergy	The Rev'd Dr Patrick Richmond	ex officio
	The Rev'd Shawn Tomlinson	ex officio (left 18/10/2020)
Readers	Mr Alistair Bolt	ex officio
	Mrs Bridget Archer	ex officio
Wardens	Mrs Vivien Humber	Elected 24/4/2016
	Mrs Catherine Jeffries	Elected 30/4/2017
Deanery Synod	Mr John Harrison	Elected 30/4/2017 (ex officio)
	Mrs Vivien Humber	(Ex officio)
	Prof David Scott	Elected 30/4/2017 (ex officio)
Other Members of PCC	Mr David Archer	Elected 24/4/2016 & 29/9/20 co-opted 29/4/2019,
	Mr Tony Grubb	Elected 24/4/2016, left 29/9/20
	Mr Ian Parkes	Elected 29/4/2017 & 29/9/20
	Mrs Kathleen Ladd	Elected 29/4/2018, left 29/9/20
PCC Secretary	Mrs Susan Mitchell	Elected 29/4/2018
	Mr Chris Mitchell	Elected 29/4/2018
	Ms Caroline Gibbs	Elected 29/9/2020
	Mr Richard Middleton	Elected 29/9/2020
	Mr Peter Smith	Elected 29/9/2020
	Mr John Ladd	Elected 29/9/2020
Treasurer	Mr G.S. Wheatley	Elected 29/4/2019

Treasurer G.S. Wheatley



Chairman Revd Dr. P. Richmond



PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CHRIST CHURCH EATON  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31st DECEMBER 2020

		UNRESTRICTED FUNDS General £	RESTRICTED FUNDS £	TOTAL FUNDS 2020 £	2019 £
INCOMING RESOURCES	NOTE 2				
Incoming Resources from Donors	2a	97,779	1,084	98,863	87,840
Other Voluntary incoming resources	2b	-	4,267	4,267	14,333
Income from Charity and ancillary trading	2c	16,362	-	16,362	24,189
Income from investments	2d	7,646	-	7,646	6,221
		<u>121,787</u>	<u>5,351</u>	<u>127,138</u>	<u>132,583</u>
TOTAL INCOMING RESOURCES					
RESOURCES USED	3				
Grants and Donations	3a	1,580	-	1,580	1,773
Activities directly relating to the work of the churches	3b	103,209	2,137	105,346	134,323
Church management and administration	3c	12,751	25	12,776	15,524
		<u>117,540</u>	<u>2,162</u>	<u>119,702</u>	<u>151,620</u>
TOTAL RESOURCES USED					
NET INCOMING/OUTGOING RESOURCES		4,247	3,189	7,436 -	19,037
NET MOVEMENT IN FUNDS		<u>4,247</u>	<u>3,189</u>	<u>7,436 -</u>	<u>19,037</u>
Balances brought forward 1st January		117,735	6,421	124,156	143,193
Funds Transferred		- 17	17		-
Balances carried forward at 31st December		<u>121,965</u>	<u>9,627</u>	<u>131,592</u>	<u>124,156</u>
FUNDS BALANCES	page				
General Fund	7			97,343	112,611
Cottage Fund	7			9,154	2,127
Hall Fund	7			15,468	2,997
				<u>121,965</u>	<u>117,735</u>
Restricted funds					
Organ Fund	7			3,617	3,618
Friends of CCEPCC	7			4,678 -	148
Burial Ground Fund	7			50	50
Renovation Fund balance Windows	7			-	2,119
Bell Tower Fund	7			782	782
Childrens Fund	7			500	-
				<u>9,627</u>	<u>6,421</u>
				<u>131,592</u>	<u>124,156</u>

PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CHRIST CHURCH EATON  
BALANCE SHEET  
FOR THE YEAR ENDED 31st DECEMBER 2020

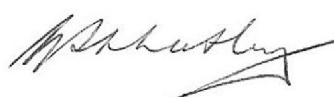
	NOTE	2020	2019
		£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets		0	0
<b>CURRENT ASSETS</b>			
Debtors and prepayments		5,200	6,393
Short term deposits		30,842	30,712
Cash and Bank		106,820	94,258
		<u>142,862</u>	<u>131,363</u>
<b>LIABILITIES</b>			
Amounts falling due within one year	14	<u>11,270</u>	<u>7,207</u>
<b>NET CURRENT ASSETS</b>		131,592	124,156
<b>NET ASSETS</b>		<u><u>131,592</u></u>	<u><u>124,156</u></u>
<b>FUNDS</b>			
Restricted Funds	page 3	9,627	6,421
Unrestricted Funds			
General Fund	page 3	97,343	112,611
Cottage Fund	page 3	9,154	2,127
Hall Repair Fund	page 3	15,468	2,997
	15	<u><u>131,592</u></u>	<u><u>124,156</u></u>

Approved by the Trustees on 12th April 2021 and signed on their behalf by:-

Chairman Rev'd Dr. Patrick Richmond



Treasurer G. Wheatley



The notes on pages 6 to 8 form part of these accounts

# PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31st DECEMBER 2020

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable current accounting standards and the Charities Act and SORP; under the historical cost convention. They are designed to comply Charity Commission Regulations regarding financial statements for an entity of this size.

#### FUNDS

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted Funds are sums of money that are held in trust for particular purposes and can only be spent on those purposes. The accounts include all transactions for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

#### INCOMING RESOURCES

##### Voluntary Income and Capital Sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant is recognised only when received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised by Fetes, Garden Parties and similar events are accounted for gross.

Sales of Books, and magazines from Church bookstall are accounted for gross.

##### Other Ordinary Income

Rental income from the letting of Church premises is recognised when the rental is due.

##### Income from Investments

Interest is accounted for when receivable; any recoverable tax is accounted for in the same year.

#### RESOURCES USED

##### Consecrated Land and Buildings and Movable Church Furnishings

Consecrated and beneficed property is excluded from the accounts by S.96(2)(a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

##### Other Fixtures, Fittings and Office Equipment

Equipment used within the church premises is depreciated over 4 years when capitalised.

Individual items of equipment with a purchase price of £1,000 or less are written off when acquired.

#### CURRENT ASSETS

Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less any provision for amounts that may prove uncollectable.

Short Term Deposits include cash held on deposit either with CBF Church of England Funds or the Bank.

#### FUNDS OPERATED

The PCC operated various funds during the year as follows:

General Fund	Unrestricted	To fund the general running and maintenance costs of the Church and PCC.
Parish Hall Fund	Unrestricted / Designated Funds set aside for Running costs; maintenance and major repairs.	
Cottage Fund	Unrestricted / Designated Funds set aside for Running costs; maintenance and major repairs.	
Organ Fund	Restricted	To fund Organ Replacement
Bell Tower Fund	Restricted	Donations received for renovation works
Church Renovation Fund	Restricted	Donations received for renovation works
Restoration (Windows) F	Restricted	Donations received for projects beyond general expenditure.
Burial Fund	Restricted	Donations received specifically for Burial costs.
Friends of CCEPCC	Restricted	Fund Raising for projects to be designated by the Friends.

PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CHRIST CHURCH EATON  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31st DECEMBER 2020

	UNRESTRICTED FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS	
			2020 £	2019 £
<b>2 INCOMING RESOURCES</b>				
2a Incoming resources from Donors				
Planned Giving	53,279		53,279	48,905
Income Tax Recovered	19,529	584	20,113	17,014
Collections at all services	5,536		5,536	14,186
Sundry Donations	19,435	500	19,935	7,735
	<u>97,779</u>	<u>1,084</u>	<u>98,863</u>	<u>87,840</u>
2b Other voluntary resources				
Legacies			-	10,000
Friends of CCE		4,267	4,267	4,333
	<u>-</u>	<u>4,267</u>	<u>4,267</u>	<u>14,333</u>
2c Income from charitable and ancillary trading				
Church hall lettings etc.	14,250		14,250	14,358
Group activities			-	1,506
Other income	528		528	3,985
Fees	1,584		1,584	4,340
	<u>16,362</u>	<u>-</u>	<u>16,362</u>	<u>24,189</u>
2d Income from investments				
Cottage Rent Receivable	7,384		7,384	5,723
Bank interest	262		262	498
	<u>7,646</u>	<u>-</u>	<u>7,646</u>	<u>6,221</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>121,787</u>	<u>5,351</u>	<u>127,138</u>	<u>132,583</u>
<b>3 RESOURCES USED</b>				
3a Grants and Donations				
Donations to nominated charities	1,580	-	1,580	1,773
	<u>1,580</u>		<u>1,580</u>	<u>1,773</u>
3b Activities directly related to Church work				
Ministry: Parish Share	65,419		65,419	65,594
Pastoral Expenses	1,051		1,051	3,129
Service Costs - Organ & Choir Expenses etc.	5,774		5,774	7,258
Church - running expenses	13,621		13,621	22,811
Church Renovations	14,845	2,137	16,982	11,288
Social Activities	161		161	859
Children and Young people	201		201	461
Holiday Club paid from Group income	-		-	771
Church hall running costs	1,779		1,779	20,883
Cottage running costs	358		358	1,268
	<u>103,209</u>	<u>2,137</u>	<u>105,346</u>	<u>134,323</u>
3c Church Management and Administration				
Office costs	11,285		11,285	13,884
Office costs paid from Group income		25	25	64
Independent Examiner's Fees	1,200		1,200	1,200
Bank charges	266		266	376
	<u>12,751</u>	<u>25</u>	<u>12,776</u>	<u>15,524</u>
<b>TOTAL RESOURCES USED</b>	<u>117,540</u>	<u>2,162</u>	<u>119,702</u>	<u>151,620</u>
<b>4 TRUSTEES REMUNERATION</b>				
No Trustees received any remuneration or benefits during the year.				

PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CHRIST CHURCH EATON  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR TO 31st DECEMBER 2020

		2020	2019
		£	£
<b>5 COLMAN ROAD COTTAGE FUND</b>			
Opening Balance		2,128	1,507
Income - Rent		7,384	5,722
Expenditure		358	5,102
Closing Balance		9,154	2,127
<b>6 PARISH HALL FUND</b>			
Opening Balance		2,997	9,522
Transfers to-/ from General Fund		-	-
Income - Hall Hire		14,250	14,358
Expenditure		1,779	20,883
Closing Balance		15,468	2,997
<b>7 CHURCH WINDOWS FUND</b>	Income restricted for restoration of church windows		
Opening Balance		2,119	2,119
Income	Transfer	18	-
Expenditure		2,137	-
Closing Balance		-	2,119
<b>8 ORGAN FUND</b>	Income restricted for restoration of church organ		
Opening Balance		3,618	3,618
Income		-	-
Expenditure		-	-
Closing Balance		3,618	3,618
<b>9 CHILDRENS FUND</b>			
Opening Balance		-	-
Income	Donations	500	-
Expenditure		-	-
Closing Balance		500	-
<b>10 BELL TOWER FUND</b>	Income restricted to fund Bell Tower Renovation costs.		
Opening Balance		782	782
Income	Donations plus tax recovered	-	-
Expenditure		-	-
Closing Balance		782	782
<b>11 BURIAL GROUND FUND</b>	Income restricted to Burial costs		
Opening Balance		50	50
Income		-	-
Expenditure		-	-
Closing Balance		50	50
<b>12 FRIENDS OF CCEPCC</b>	Fundraising Fund		
Opening Balance		148	211
Income		4,851	4,637
Expenditure		25	212
Transfer		-	4,784
Closing Balance		4,678	148
<b>13 ROOF REPAIRS</b>			446
Income		-	1,173
Expenditure		-	1,619
Closing Balance		-	-
<b>14 LIABILITIES - amounts falling due within one year</b>			
Accruals		1,200	1,200
Other Creditors		10,070	6,007
		11,270	7,207
<b>15 ANALYSIS OF NET ASSETS BY FUNDS</b>			
	2020	2019	
	Unrestricted Funds	Restricted Funds	Unrestricted Funds
Current Assets	133,235	9,627	124,942
Current Liabilities	11,270	-	7,207
<b>FUND BALANCE</b>	<b>121,965</b>	<b>9,627</b>	<b>£117,735</b>
			<b>£6,421</b>



**INDEPENDENT EXAMINER'S REPORT TO THE  
PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH, EATON  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2020.  
Charity number: 1130553**

This report on the financial statements of the Christ Church, Eaton PCC for the year to 31<sup>st</sup> December 2018 which are set out on pages 3 to 7, is in respect of an examination carried out in accordance with the Church Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011 (the Act).

**Respective responsibilities of Trustees and Independent Examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that no audit is required by the Regulations and section 144 of the Act applies. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations: and:

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

**Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given in the accounts.

**Independent Examiner's statement**

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

1. which gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the Charities Act; and
  - To prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations;Have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

*Aleathia Richards*  
Aleathia Richards F.C.A., F.C.I.E  
Aleathia Mann Ltd  
Chartered Accountants.  
14 Townsend Court  
Reepham  
Norfolk  
NR10 4LD

Date: 16th April 2021