

The Parochial Church Council of The  
Ecclesiastical Parish of St John  
Buckhurst Hill

## Report and Accounts

year ended 31st December 2020

**ST JOHN'S CHURCH, BUCKHURST HILL**  
**CHARITY INFORMATION**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>Members of the Parochial Church Council</b>	Revd Dr Ian Farley Steve Bacon Veronica Turner Peter David Gascoigne Pauline Leadley Dawn Budd James Hart Angela Blanche Jamie Togwell Amanda Bairstow Terence Owen Robert Smith Robert Way Victor Sams Katherine Loe Julie Willis	Team Rector Church Warden Church Warden Elected Member and Treasurer Elected Member (Resigned October 2020) Elected Member (Resigned October 2020) Elected Member Elected Member (Resigned October 2020) Elected Member (Resigned August 2020) Elected Member Elected Member Elected Member (Appointed October 2020) Elected Member (Appointed October 2020) Elected Member (Appointed October 2020) Co-opted Member (Appointed November 2020) Co-opted Member (Appointed November 2020) (Resigned April 2021)
<b>Key Staff</b>	Julie Willis	Operations Manager until April 2021
<b>Charity Registration Number</b>	1127607	The PCC is a registered charity within the Anglican Diocese of Chelmsford.
<b>Principal Address</b>	St John's Church Parish Office High Road Buckhurst Hill Essex IG9 5RX	
<b>Independent Examiner</b>	Archie McDowall BA, CA Stewardship 1 Lamb's Passage London EC1Y 8AB	
<b>Bankers</b>	Barclays Bank plc South Woodford	

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**ST JOHN'S CHURCH, BUCKHURST HILL**  
**ANNUAL REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

The Members of the Parochial Church Council (the 'PCC'), who are the charity's trustees for the purposes of charity law, have pleasure in presenting their report together with the financial statements for the year.

**Objects of the charity**

The charity is responsible in promoting in the ecclesiastical parish, the whole mission of the Church be it pastoral, evangelistic, social or ecumenical. The PCC is also responsible for maintaining church property situated within the parish.

The objective of the church is to follow Jesus Christ. To know what that means for us we pray and listen to Holy Scripture. The usual context for both these is corporate worship. Strategies for achieving this objective are:

- We encourage and expect our clergy to focus on prayer and the study of Holy Scripture so as to teach the congregation
- We encourage and expect church members to attend midweek discipleship groups
- We encourage and expect church members to be active in the exercise of their own gifts.
- We minister to our local community and school.

**Summary of the charity's main activities and achievements**

To further the above objects and vision, the charity's main activities and achievements were as follows:

The significant activity is regular acts of worship. Prior to the COVID restrictions there were four of these every week of the year making a total of 208 acts of worship. In addition there are usually special services at Easter and Christmas. Some of the latter are combined services with other Christian churches in the parish. There is, weekly, a full provision of activities for children up to the age of 14. Evangelistically a range of social events are planned.

Active discipleship is encouraged through homegroups that meet throughout the week. We seek to persuade every Sunday worshipper to join such a group. Currently there are eight groups attracting about half the Sunday congregations. Bible study and prayer are the focal activities and we trust to see close friendships formed to enable help in time of need to be demonstrated.

We seek to further deepen our understanding of the Christian faith and practical outworking of that faith in our lives through encouraging more special times of prayer. Almost every week a variety of prayer experiences are offered: Celtic prayer, Soaking in the spirit, Healing prayer. In addition to those we set aside one Sunday evening a month to focus on intercessory prayer together. We also vary the way intercessions are done in the main morning service to include more of the congregation in the act of prayer.

## **ST JOHN'S CHURCH, BUCKHURST HILL**

### **ANNUAL REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL**

#### **FOR THE YEAR ENDED 31 DECEMBER 2020**

We trust the growth in personal discipleship must overflow into acts of service in our local community. There is support for a local foodbank; volunteers help run a school for excluded children; other volunteers help run a group for dementia sufferers and their carers which has expanded this year to include a lunch provided in our church hall; other church members volunteer as trustees and governors for various charities and schools. We host and run an Arts and Craft group for people with mental health issues and actively support a nearby orphanage. We also provide a debt counselling service.

Our acts of service also extends to the support of our overseas mission work, though we recognise that more needs to be done to encourage the congregations interest in this aspect of discipleship.

#### **COVID - 19 Activities**

All activities have continued as outlined above when allowed in the past year. For significant periods of time, however, the way we have done them has changed. Worship has been via Facebook, Zoom and on-line. We have invested in cameras to enable the services to be live-streamed. Only one Sunday was missed throughout the year.

Evangelistically we moved Christmas Carols to outdoors. Hundreds of phone calls have been made to keep in touch with people and many church-members have engaged in acts of kindness and support to neighbours and other church members who have been isolating. Prayer meetings, coffee mornings, mid-week fellowship have all be held on-line.

Most the charity's activities are undertaken by volunteers and the charity could not operate effectively without their efforts.

In planning the activities the PCC have applied the guidance on public benefit issued by the Charity Commission.

#### **Structure, Governance and Management**

The charity is registered with the Charity Commission and operates under the Charities Act 2011. The governing documents for the charity are the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules.

The appointment of PCC members is governed by, and set out in, the Church Representation Rules. The PCC comprises ex-officio members (which includes clergy and churchwardens), elected members and co-opted members. The PCC organise elections annually before the Annual Parochial Church Meeting (APCM) to fill vacancies.

Responsibility for setting policy and for determining the parameters within which the charity should operate rests with the PCC who meet regularly to monitor the activities of the charity. Responsibility for the day to day operation of the charity has been delegated to a management team led by the incumbent.



## **ST JOHN'S CHURCH, BUCKHURST HILL**

### **ANNUAL REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL**

#### **FOR THE YEAR ENDED 31 DECEMBER 2020**

##### **Financial review**

During 2020 the charity's income fell by £124K to £272K due to a reduction in congregational giving and related gift aid alongside a Hall Hire income reduction due to COVID closures. Expenditure increased by £8k, to £312K. As a result the deficit for the year was £40k (2019:surplus £91K) and the charity's net assets reduced by £40K to £2,519K.

##### **Grant making policies**

The PCC is committed to the Biblical Tithe of 10% of gross income. This amount is set aside each year and used primarily to fund regular and ad hoc grants to Christian mission work at home and overseas.

##### **Reserves policy**

The PCC have determined that the charity should aim to hold cash in unrestricted general funds of no less than £80k (which equates to about 3 months' of unrestricted running cost expenditure) so that the charity could continue to operate should income and / or expenditure vary adversely. At the year end, the charity held unrestricted general cash of £79k with additional access to discretionary funds cash balances which are not legally restricted. Therefore the Trustees are confident they are complying with the reserves policy.

The charity held cash of £1,866K in designated funds. Of this £1,568k is held in a Site Development fund, which was created from the proceeds of the sale of a property in 2018. The Building Committee will be discussing initial plans for a building project with architects during 2022; this project is likely to span several years.

##### **Plans for the Future**

The focus of the church remains outreach and the discipleship of church members. Alpha outreach courses continue to be planned and a church weekend away is being proposed for 2022 to further Christian growth, with other teaching weekends anticipated between now and then. Friendship groups are expanding and new people have joined the church. The teaching of children continues through Sunday School. The PCC are planning for the future recruitment of additional staff to support this ministry.

We intend to maintain and develop our technological facilities to reach out to those who are homebound. This is part of a more intended outreach into the local community. We continue to explore possibilities of engagement within the Parish including the prayerful support of our congregational members' involvement in local Christian outreach initiatives.

With such a lot of activity on site it is still planned to develop the church and church centre into spaces more suited for the life of the church today. Consultation across the church has been held and a Building committee set up to explore options. This will be ongoing work throughout the year ahead and beyond.

**ST JOHN'S CHURCH, BUCKHURST HILL**

**ANNUAL REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Key risks and uncertainties**

The charity is exposed to various risks - be they operational, financial or reputational. The PCC review the charity's activities regularly to identify significant risks and, where possible, they take appropriate measures to mitigate those risks.

**Other matters**

With regard to the PCC's obligations to safeguard children and vulnerable adults, the members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

The last quinquennial inspection was held in August 2019 for which all significant works required to be actioned by the Trustees have now been completed.

**Covid-19**

In March 2020 the charity took steps (in line with government advice) to help contain the nationwide outbreak of COVID-19. This included the temporary suspension of all physical gatherings and the charity has had to curtail, or change, how it operates; the charity has been able to continue some of its activities using on-line media. The charity's income from letting property has fallen but this has been mitigated by savings in property running costs and in other areas. The members of the PCC are monitoring income and expenditure and, if it becomes necessary, will take measures to mitigate the impact of COVID-19 on the cash held in unrestricted general funds.

**Statement of Responsibilities of the Members of the Parochial Church Council**

The PCC is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC are required to:

1. select suitable accounting policies and apply them consistently;
2. observe the methods and principles in the Charities SORP;
3. make judgements and estimates that are reasonable and prudent;
4. state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
5. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

**ST JOHN'S CHURCH, BUCKHURST HILL**  
**ANNUAL REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. 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.

**Approval**

This report was approved by the PCC and signed on their behalf by:

Ian Farley

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REV. IAN FARLEY

Date: 14th October 2021



**INDEPENDENT EXAMINER'S REPORT**  
**TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF**  
**ST JOHN'S CHURCH, BUCKHURST HILL**  
**('the Charity')**

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 December 2020 on pages 8 to 20 following, which have been prepared on the basis of the accounting policies set out on pages 11 to 13.

**Responsibilities and basis of report**

As the charity's trustees of the [Trust / Charitable Incorporated Organisation] 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 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of Scotland which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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 have 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.

Archie McDowall BA, CA  
Institute of Chartered Accountants of Scotland  
Stewardship  
1 Lamb's Passage  
London  
EC1Y 8AB

19th October 2021



**ST JOHN'S CHURCH, BUCKHURST HILL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations and legacies	3	207,454	713	-	208,167	278,559
Charitable activities	4	35,900	-	-	35,900	82,795
Other trading activities	5	20,400	-	-	20,400	20,400
Investments	6	7,751	-	-	7,751	13,616
Other income	7	-	-	-	-	400
<b>Total income and endowments</b>		<b>271,505</b>	<b>713</b>	<b>-</b>	<b>272,218</b>	<b>395,770</b>
<b>EXPENDITURE ON:</b>						
Charitable activities	8	300,840	11,552	-	312,392	304,602
<b>Total expenditure</b>		<b>300,840</b>	<b>11,552</b>	<b>-</b>	<b>312,392</b>	<b>304,602</b>
<b>Net income/(expenditure)</b>		<b>(29,335)</b>	<b>(10,841)</b>	<b>-</b>	<b>(40,176)</b>	<b>91,168</b>
<b>Transfers between funds</b>	15	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(29,335)</b>	<b>(10,841)</b>	<b>-</b>	<b>(40,176)</b>	<b>91,168</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		2,287,927	270,341	850	2,559,118	2,467,950
<b>Total funds carried forward</b>	15	<b>2,258,592</b>	<b>259,500</b>	<b>850</b>	<b>2,518,942</b>	<b>2,559,118</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The notes on page 11 - 19 form part of these accounts.

## ST JOHN'S CHURCH, BUCKHURST HILL

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>FIXED ASSETS</b>						
Tangible assets	10	308,594	237,573	-	546,167	555,689
		<u>308,594</u>	<u>237,573</u>	<u>-</u>	<u>546,167</u>	<u>555,689</u>
<b>CURRENT ASSETS</b>						
Debtors	11	19,987	-	-	19,987	68,904
Cash at bank and in hand	12	1,945,327	21,927	850	1,968,104	1,957,714
		<u>1,965,314</u>	<u>21,927</u>	<u>850</u>	<u>1,988,091</u>	<u>2,026,618</u>
<b>CREDITORS: Amounts falling due within one year</b>	13	(15,316)	-	-	(15,316)	(23,189)
<b>Net current assets / (liabilities)</b>		<u>1,949,998</u>	<u>21,927</u>	<u>850</u>	<u>1,972,775</u>	<u>2,003,429</u>
<b>TOTAL NET ASSETS</b>		<u>2,258,592</u>	<u>259,500</u>	<u>850</u>	<u>2,518,942</u>	<u>2,559,117</u>
<b>FUND BALANCES</b>						
Unrestricted Funds	15					
General funds		35,534	-	-	35,534	381,862
Designated funds		2,223,058	-	-	2,223,058	1,906,065
		<u>2,258,592</u>	<u>-</u>	<u>-</u>	<u>2,258,592</u>	<u>2,287,927</u>
Restricted Funds		-	259,500	-	259,500	270,341
Endowment Funds		-	-	850	850	850
		<u>2,258,592</u>	<u>259,500</u>	<u>850</u>	<u>2,518,942</u>	<u>2,559,118</u>

The financial statements were approved by the Board of Trustees on 14th October 2021 and were signed on its behalf by:

Ian Farley

REV. IAN FARLEY

Charity number: 1127607

The notes on page 11 - 19 form part of these accounts.

**ST JOHN'S CHURCH, BUCKHURST HILL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1 Statutory Information**

The Parochial Church Council of The Ecclesiastical Parish of St John Buckhurst Hill is a charity registered with the Charity Commission in England & Wales. The charity's registered number and principal address can be found on the Charity Information page.

**2 Accounting Policies**

These financial statements are prepared on a going concern basis, under the historical cost convention. The financial statements include all activities for which the PCC is legally responsible; the activities of informal gatherings of church members and groups that owe their main affiliation to another body and are excluded.

These financial statements have been prepared in accordance with The Church Accounting Regulations 2006, the 'Statement of Recommended Practice: 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)' ('the Charities SORP'), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out below.

**a) Going concern**

The PCC have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The PCC have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The PCC have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

In making this assessment the trustees have considered the impact of Covid-19 and have concluded that its impact on net income will not be material.

**b) Income**

Income (which includes planned giving, collections and other donations) is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes recoverable gift aid, which is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.

The charity relies on volunteers to carry out many of its activities. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects.

Income from other trading activities represents income receivable from activities undertaken to generate funds for the charity.

Investment income represents income generated by the charity's assets and includes income from bank interest.



ST JOHN'S CHURCH, BUCKHURST HILL  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

**2 Accounting Policies continued**

**c) Expenditure**

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish share are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

The cost of raising funds is not significant and has not been separately disclosed.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

**d) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects. Endowment funds are donations that are retained as capital in accordance with the donor's wishes. The nature of the restriction determines whether the endowments represent permanent endowments or expendable endowments.

**e) Tangible fixed assets**

Consecrated and beneficed property is not included in these financial statements by virtue of s.10(2) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

Movable church furnishings held by the incumbent and Churchwardens on special trust for the PCC and which require a faculty for disposal are capitalised in accordance with the policy set out below. These items are regarded as inalienable property and are listed in the church's inventory which can be inspected at any reasonable time. Inalienable property acquired prior to 2000 has not been capitalised as there is insufficient cost information available.

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £1,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Freehold land	Is not depreciated (because it is not consumed by use)
Freehold buildings	Over 50 years after taking account of the building's residual value
Leasehold improvements	Over the lease term or, if shorter, expected useful life
Equipment	Over 3 to 7 years

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

**f) Leased assets**

Leases which do not transfer substantially all the risks and rewards of ownership to the charity are classified as operating leases. Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

**g) Pension scheme arrangements**

The charity operates defined contribution pension schemes for its employees (NEST). Obligations for contributions to these schemes are recognised as an expense when the liability arises. The assets of these schemes are held separately from those of the charity in independently administered funds.

ST JOHN'S CHURCH, BUCKHURST HILL  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

**2 Accounting Policies continued**

h) Taxation

The charity has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

i) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

j) Critical accounting estimates and areas of judgement

The members of the PCC do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

**3 Donations and legacies**

	Total 2020	Total 2019
	£	£
Donations of cash and similar	166,888	228,741
Legacies receivable	5,000	-
Income tax recoverable	36,279	49,818
	<u>208,167</u>	<u>278,559</u>

**4 Income from charitable activities**

	Total 2020	Total 2019
	£	£
St Johns Heating contribution	1,500	2,250
Parish/Soul Survivor Weekend	-	2,728
Statutory Income	2,717	3,543
Hall Hire	31,683	74,274
	<u>35,900</u>	<u>82,795</u>

**5 Income from other trading activities**

	Total 2020	Total 2019
	£	£
Letting of residential property	<u>20,400</u>	<u>20,400</u>

**6 Investment income**

	Total 2020	Total 2019
	£	£
Bank interest	<u>7,751</u>	<u>13,616</u>

**7 Other income**

	Total 2020	Total 2019
	£	£
Other Income	-	400
	<u>-</u>	<u>400</u>

ST JOHN'S CHURCH, BUCKHURST HILL  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

**8 Charitable expenditure**

	Total 2020 £	Total 2019 £
<b>a Church Activities</b>		
Church development	5,850	8,340
Parish share	87,464	85,007
Hall administration	7,928	7,719
Other expenditure	1,319	1,304
Music	1,778	2,975
Churchyard and grounds	12,667	3,482
Utilities	21,142	22,691
Insurance and security	9,860	9,315
Depreciation	9,522	11,096
Repairs and maintenance	24,506	24,136
Cleaning and caretaking	14,363	19,937
Clergy housing expenses	460	3,946
Sunday school and youth work	1,849	24,584
Clergy and ministry expenses	5,791	9,317
Evangelism	759	3,734
Church and hall Equipment	1,083	906
Parish weekend	-	1,071
	<u>206,340</u>	<u>239,559</u>
Grants payable (note 8c)	47,707	20,077
	<u>254,047</u>	<u>259,635</u>
<b>b Costs incurred on support &amp; administration</b>		
Governance costs		
Independent examiner's fee	1,800	2,760
Over accrual for fees in prior year	-	(1,120)
	<u>1,800</u>	<u>1,640</u>
Telephones	368	1,082
Loan interest and letting fees	-	-
Parish office costs (including salaries)	56,177	42,245
	<u>58,346</u>	<u>44,967</u>
<b>Total expenditure</b>	<u>312,392</u>	<u>304,602</u>

The fee payable to the independent examiner for examining the accounts was £1,800 (2019: £1,680).

**c Grants payable**

	Institutions £	Individuals £	2020 £
Grants for UK and overseas mission	43,576	-	43,576
Grants for the relief of poverty	-	3,831	3,831
	<u>43,576</u>	<u>3,831</u>	<u>47,407</u>

The comparatives for the previous year are as follows:

	Institutions £	Individuals £	2019 £
Grants for UK and overseas mission	19,277	-	19,277
Grants for the relief of poverty	-	800	800
	<u>19,277</u>	<u>800</u>	<u>20,077</u>



**ST JOHN'S CHURCH, BUCKHURST HILL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**8c Grants payable continued**

The charity's principal grants to institutions comprised:

	2020	2019
	£	£
Mill Grove	10,800	4,800
New Growth Ministries	-	(8,423)
LIV Village	6,800	4,800
IJM	8,800	4,800
Sparks - Worth Unlimited	3,000	3,000
Epping Forest MMP	10,000	10,000
Forest Churches Night Shelter	4,000	-
Other grants individually less than £1,000	176	300
	<u>43,576</u>	<u>19,277</u>

At the end of 2018 the PCC accrued £8,423 for grants it intended to pay over to New Growth Ministries ('NGM') in 2019. However due to changes within NGM, the PCC has decided to redistribute the funds to alternative charities during 2020. The grant accrued for NGM at the end of 2018 was written back in 2019, which has reduced the 2019 charge for grants payable.

**9 Analysis of staff costs, the cost of key management personnel and trustee remuneration and expenses**

	2020	2019
	£	£
Gross wages and salaries	45,955	62,648
Social security	-	120
Pension costs	2,232	1,913
	<u>48,187</u>	<u>64,681</u>

The average monthly number of employees during the year was 2 (2019: 3). Most of the charity's activities are carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the members of the PCC and the key staff named on the Charity Information page. Total employment benefits payable to key management for the year were as follows:

	Wages & salaries	Employer pension contributions	2020	2019
			£	£
Members of the PCC				
Angela Blanche (Until October 2020)	8,034	-	8,034	9,360
Julie Willis (From November 2020)	3,982	252	4,235	-
Other members of key management	19,912	1,262	21,173	24,258
			<u>33,442</u>	<u>33,618</u>

During the year, Angela Blanche served as a Parish Administrator and Julie Willis served as Parish Operations Manager. They received the above payments for serving in that capacity, not for serving as a member of the PCC; these payments are permitted by the charity's governing document.

Ian Farley (who is the clergy member of the PCC) receives a stipend from the Diocese and so is not an employee; some of the Parish Share paid to the Diocese is used to help meet the cost of these stipends. Ian Farley was provided with accommodation (which is customary for clergy) and the cost of this accommodation to the PCC is disclosed in note 6a 'Charitable Expenditure'. The charity also reimbursed clergy expenses totalling £4,368 (2019: £6,759) to Ian Farley.

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**10 Tangible fixed assets**

	Freehold Land and Property £	Fixtures, fittings and equipment £	Total 2020 £
Cost			
At 1 January 2020	716,916	83,165	800,081
Additions	-	-	-
At 31 December 2020	<u>716,916</u>	<u>83,165</u>	<u>800,081</u>
Accumulated depreciation			
At 1 January 2020	164,385	80,007	244,392
Charge for the year	7,118	2,404	9,522
At 31 December 2020	<u>171,503</u>	<u>82,411</u>	<u>253,914</u>
Net book value			
At 31 December 2020	<u>545,413</u>	<u>754</u>	<u>546,167</u>
At 31 December 2019	<u>552,531</u>	<u>3,158</u>	<u>555,689</u>

Land and Buildings comprise:

	Cost £	Accumulated Depreciation £	NBV at 31.12.20 £
Residential property held for use by clergy but currently let	307,000	-	307,000
St John's Hall	54,000	54,000	-
St Stephen's Hall	<u>355,917</u>	<u>117,503</u>	<u>238,414</u>
	<u>716,917</u>	<u>171,503</u>	<u>545,414</u>

The trustees consider the residual value of the residential property to be very high and have concluded that any provision for depreciation would be immaterial. Consequently no depreciation has been charged.

**11 Debtors**

	2020 £	2019 £
Tax recoverable	10,356	52,526
Other debtors	4,220	9,787
Prepayments and accrued income	<u>5,411</u>	<u>6,591</u>
	<u>19,987</u>	<u>68,904</u>

**12 Cash at Bank and in Hand**

	2020 £	2019 £
Cash at bank	22,082	36,432
Deposit Accounts	1,945,849	1,921,175
Petty cash	<u>173</u>	<u>107</u>
	<u>1,968,104</u>	<u>1,957,714</u>

**13 Creditors: liabilities falling due within one year**

	2020 £	2019 £
Trade creditors	11,721	19,060
Other creditors	760	1,276
Accruals	<u>2,738</u>	<u>2,755</u>
Grant obligations (tithe)	-	-
Building development mortgage	<u>98</u>	<u>98</u>
	<u>15,316</u>	<u>23,189</u>

## ST JOHN'S CHURCH, BUCKHURST HILL

## NOTES TO THE ACCOUNTS

## FOR THE YEAR ENDED 31 DECEMBER 2020

## 14 Pension commitments

During the year employer's pension contributions totalling £2,384 (2019: £1,913) were payable to defined contribution personal pension schemes. The pension contributions owing at the balance sheet date were £606 (2019: ENIL).

## 15 Funds

During the year the movements in the charity's funds were as follows:

		Opening balance 2020 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfers in the year 2020 £	Closing balance 2020 £
<b>Designated Funds</b>						
Clergy Housing		307,000	-	-	-	307,000
Site Development Fund	d e	1,465,392	6,395	-	146,687	1,618,473
Pastoral Care Fund	c	1,730	-	-	750	2,480
Associate Minister Fund	f				213,000	213,000
Clergy Discretionary Fund	c	3,000	-	-	3,000	6,000
Tithe Fund	a	23,523	-	(33,400)	22,761	12,884
Parish Halls Activities	a e	105,420	33,183	(41,265)	(34,118)	63,221
		1,906,065	39,578	(74,665)	352,080	2,223,058
<b>General Unrestricted Funds</b>	a d e f	381,862	231,927	(226,175)	(352,080)	35,534
<b>Total Unrestricted Funds</b>		2,287,927	271,505	(300,840)	-	2,258,592
<b>Restricted Funds</b>						
East Wing Development Fund		10,000	-	-	-	10,000
Parish Halls		244,692	-	(7,118)	-	237,573
Wardrobe		1,498	-	-	-	1,498
Organ Repair Fund		735	-	-	-	735
Senior Men's Fellowship		2,442	427	(427)	-	2,442
Rector's discretionary fund		3,827	-	(3,741)	-	86
Other restricted funds		7,148	286	(266)	-	7,168
		270,341	713	(11,552)	-	259,501
<b>Endowment Fund</b>		850	-	-	-	850
<b>Aggregate of funds</b>		2,559,118	272,218	(312,392)	-	2,518,942

The transfers referred to above were made for the following reasons:

- annually the PCC sets aside a proportion of its income (a tithe) for specific purposes; in this respect £23,192 has been transferred from unrestricted general funds and £3,318 from the the Parish Halls Activities Fund to the designated Tithe fund (2019: £26,523)
- In 2019, £2,000 was transferred from other restricted funds (specifically the Julia Bacon Fund for youth work) to unrestricted general funds in respect of expenditure on children's work paid from general funds. No transfer has been made in 2020.
- The Discretionary Tithe Fund has made a transfers to the Clergy Discretionary Fund of £3,000 (2019: £3,000 ) and the Pastoral Care Fund of £750 (2019: £0) for future spending in these areas.
- The Site Development Fund reimbursed the General Fund £5,850 for monies spent on professional fees for scoping future development plans.
- A transfer was made to Site Development Fund from the General Fund (£121,737) and the Halls Fund (£30,800) to set aside monies for the future development of the St Johns site. These monies reflect the amounts originally not assigned to the Fund from the original sale proceeds as they related to costs incurred by the General and Halls funds to facilitate the sale and the original cost of the asset.
- The General Fund has made transfer of £213,000 to the Associate Minister Fund in order to resource the future expected appointment of an Associate minister as authorised by the PCC in early 2021



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15 Funds continued

**Purposes of the various funds:**

*Designated funds*

- a) The **Clergy Housing Fund** represents the carrying value of the charity's residential property. This property is owned so that it can be occupied by clergy however, whilst the post of Associate Clergy is vacant, it is being let.
- b) The **Site Development Fund** is holding monies raised from the sale of the St Elisabeths site in 2018, and will be used to finance future developments on the St Johns Church and Halls sites.
- c) The **Pastoral Care Fund** represents funds set aside to help meet expenses incurred by the pastoral care team.
- d) The **Clergy Discretionary Fund** represents funds set aside for use by clergy to help parishioners in need.
- e) The **Tithe Fund** represents funds set aside from annual income (a tithe) for distribution to chosen charities; it is anticipated that the balance on the fund at the year end will be distributed during the following year.
- f) The **Parish Halls Activities Fund** has been created from income from hall hire, which the trustees have set aside to meet hall hire expenses and general maintenance.
- g) The **Associate Minister Fund** has been created by a PCC vote to transfer from the General Funds to create a fund to resource the appointment of a Associate Minister for at least three years.

*Restricted Funds*

- a) The **East Wing Development Fund** was created from a donation received specifically for future works on the East Wing of the Church building.
- b) The **Parish Halls Restricted Fund** was created from donations received for the construction of Parish halls; the carrying balance on the fund is being reduced annually by charges for depreciation.
- c) The **Wardrobe Restricted Fund** was created from donations received to help meet the cost of Clergy and Choir ceremonial clothing.
- d) The **Organ Repair Fund** was created from donations received to help meet the cost of repairing and maintaining the church organ.
- e) The **Senior Men's Fellowship Fund** represents income received by the Men's Fellowship solely for use by this group.
- f) The **Rector's Discretionary Fund** represent monies held for use by the Rector to help parishioners in need.
- f) **Other restricted funds** comprise a variety of other small restricted funds. The most significant is the Julia Bacon Youth Fund, which was created from funds raised to help meet the cost of activities organised for youth in the parish; the balance on this fund at the year end was £5,104 (2019:£5,104). The remainder of the year end fund balance is represented by funds held for other church run groups.

**Analysis of net assets by fund**

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>				
	General funds	Designated funds	Restricted funds	Endowment funds	2020
	£	£	£	£	£
Tangible fixed assets	1,594	307,000	237,573	-	546,167
Debtors	14,694	5,292	-	-	19,987
Cash at bank and in hand	29,089	1,916,239	21,926	850	1,968,104
Creditors falling due within one year	(9,842)	(5,474)	-	-	(15,316)
	<u>35,534</u>	<u>2,223,058</u>	<u>259,500</u>	<u>850</u>	<u>2,518,942</u>

**ST JOHN'S CHURCH, BUCKHURST HILL**  
**NOTES TO THE ACCOUNTS**  
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**15 Funds continued**

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2019 £	Incoming resources 2019 £	Outgoing resources 2019 £	Transfers in the year 2019 £	Closing balance 2019 £
<b>Designated Funds</b>					
Clergy Housing	307,000	-	-	-	307,000
Site Development Fund	1,460,786	12,964	(8,358)	-	1,465,392
Pastoral Care Fund	1,730	-	-	-	1,730
Clergy Discretionary Fund	-	-	-	3,000	3,000
Tithe Fund	-	-	-	23,523	23,523
Parish Halls Activities	87,490	74,274	(56,344)	-	105,420
	<u>1,857,006</u>	<u>87,238</u>	<u>(64,702)</u>	<u>26,523</u>	<u>1,906,065</u>
<b>General Unrestricted Funds</b>	<u>329,475</u>	<u>306,756</u>	<u>(229,845)</u>	<u>(24,523)</u>	<u>381,862</u>
<b>Total Unrestricted Funds</b>	<u>2,186,481</u>	<u>393,993</u>	<u>(294,547)</u>	<u>2,000</u>	<u>2,287,927</u>
<b>Restricted Funds</b>					
East Wing Development Fund	10,000	-	-	-	10,000
Parish Halls	252,650	-	(7,958)	-	244,692
Wardrobe	1,498	-	-	-	1,498
Organ Repair Fund	735	-	-	-	735
Senior Men's Fellowship	2,092	1,262	(912)	-	2,442
Rector's discretionary fund	4,377	250	(800)	-	3,827
Other restricted funds	9,268	265	(385)	(2,000)	7,148
	<u>280,620</u>	<u>1,777</u>	<u>(10,055)</u>	<u>(2,000)</u>	<u>270,341</u>
<b>Endowment Fund</b>	<u>850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>850</u>
<b>Aggregate of funds</b>	<u>2,467,951</u>	<u>395,770</u>	<u>(304,602)</u>	<u>-</u>	<u>2,559,118</u>

**Analysis of net assets by fund**

In the previous year, the assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>				
	General funds £	Designated funds £	Restricted funds £	Endowment funds £	2019 £
Tangible fixed assets	3,997	307,000	244,692	-	555,689
Debtors	56,965	11,939	-	-	68,904
Cash at bank and in hand	338,269	1,592,946	25,650	850	1,957,715
Creditors falling due within one year	(17,369)	(5,820)	-	-	(23,189)
	<u>381,862</u>	<u>1,906,065</u>	<u>270,341</u>	<u>850</u>	<u>2,559,118</u>

**16 Transactions with related parties**

During the year the charity:

- received donations totalling £26,700 (2019: £27,710) from related parties (which includes members of the PCC, any other members of key management and anyone closely connected to them).
- paid £800 to Matthew Farley, who is closely related to the incumbent, for the provision of music services and for preaching. (2019: £2,140 paid to Matthew & Jacob Farley)
- paid £2,550 (2019: £1,856) to James Hart, who is a member of the PCC, for gardening services.
- paid £0 (2019: £2,952) to Epping Glass and Joinery Limited for building services. A director of that company is married to a member of key management who was a trustee during part of 2020.

Except for the reimbursement of expenses incurred when acting as agent for the charity, or incurred when serving as clergy or as employees, no expenses were paid to (or for) the members of the PCC.