

**Annual Parochial Church Meeting (APCM)**

**Thursday 28 April 2022 at 7.30pm on Zoom (502 045 1072)**

**Agenda**

**Opening Prayers**

**Election of Churchwardens**

**Apologies**

**Minutes of the previous meeting**

**Matters Arising**

**Electoral Role**

**Treasurer's report**

**Auditor**

**Election of members to the PCC**

**Side persons**

**Reports**

**AOB – Please notify Reverend Tim Rose of any AOB 48 hours prior to the meeting**

## Minutes of the Annual Vestry held in the Church on 29<sup>th</sup> April, 2021 at 8pm on Zoom

### Opening Prayers

Revd. Tim Rose opened the meeting with prayer quoting Hebrews 10 24:25.

We are in a season of recovery. Some of us in a small way some of us in a big way. Some grieving some not sure where we are. We are fragile as a community as a country as a world as we come out of this and as we help one another, with the Lord encouraging and supporting. Especially of the next few day, weeks, months, let's see how we can love and encourage each other. It is the small things, a card, a message going for a coffee that make the difference. Over this year ahead let us ask God how we can encourage one another over the coming weeks and months and over the year ahead to be aware how fragile we are and learn how to build each other up again and recover well.

*'Lord show me who I can encourage, and be creative in doing so, as we build each other up.'* Amen

### Election of Churchwardens:

I want to say thank you to our Church wardens for the enormous amount of work they have done over the past year. Encouraging me, and us as a church family. Helping me, and keeping me on the straight and narrow.

I am pleased to say that both Rebecca and Jane have agreed to stand again for another year. So, starting with Rebecca Cooper-Jones will someone propose Rebecca - Gillian Keller proposed Rebecca and seconded by Rachel Reece Smith. Jane Cosgrove proposed by Jill Chadwick and seconded by Reg Berry. Tim again thanked the Wardens for their hard work and said sometime in June or July they had to head to London to be sworn in.

## Minutes of the of the Annual Parochial Church meeting, held on Zoom Thursday 29<sup>th</sup> April 2021 at 8.15pm.

**Apologies:** Miranda Parr

**Minutes of the previous meeting:** Tim advised that Publisher cut off a line and missed the names of the newly elected. Louise said the line that was missing said **'We have received nomination paperwork from Chris Scott, Rachel Reece-Smith and Rebecca Capper'** these three people were duly elected to the PCC by the meeting. Another note is that Gareth is mentioned twice in the minutes. Once under the PCC and again under Deanery Synod it should only have been Deanery Synod. Wendy asked that page seventeen should reflect our new postcode which is **TW17 0QB**.

**Matters Arising:** None

**Electoral Role:** Wendy updated the meeting with the new figures for the electoral role. 130 in total 74 of which are residents and 56 non-residents, an increase of 2 since last APCM.

### Treasurer's report:

Jonathan Baker, Treasurer, stated that the accounts had been previously been distributed and he would go through the top line.

Income for 2020 was significantly back on last year, not all due to Covid. £115,000 compared to £157,000 last year. Part of that is because our monthly income and weekly donations were greatly reduced. Collections on services, we only had services up until March 2020. Our collections for 2019 were around £11,000 and £9000 for 2020 but some of the £9000 was made up with the special collection for the AV system in the church, which raised about £5000 out of the £9000. Giving in voluntary receipts was £26000 2020 compared to £50000 2019, that is partly because we had a grant from the Diocese that was given for the electrical work carried out in the church in 2019. Gift aid recovered was pretty much on par. Jon offered his thanks to Alice Baker and Sadie Pyatt for the enormous amount of work they do in the recovery of the £14,000 in tax. The income of £8000 on the summer ball accounts was all refunded and a donation of £700 was made by the committee, to church funds, which we were incredibly grateful for considering there was no Summer Ball. There is a new line on here which is related to an investment income. We hold a shares fund which was a donation to a charity. The Auditor wanted us to show it on the accounts and this

will be the case going forward. Church activities £2,500 as opposed to £8,500 the previous year. This was due to no funerals or weddings being held due to Covid.

Jon asked if there were any questions. Will Hardy asked about planned giving being reduced. Jon said that this was due to people not able to continue with their monthly donations and the Church being closed and was expected. Will said that he had checked back over 2018 it had been £50,000, 2019 £46,000 and 2020 £38,000 and he said he just wanted to flag it up.

**Common Fund:** This reduced down to £45,000 this year. That was an agreed reduction in June 20 for three months and then the Diocese agreed to a further 50% reduction for a further three months beyond that. They also agreed to defer the loan for the electrical work which was done in 2019 this was funded half through a grant and half through a loan. We were supposed to start repaying the loan in 2020 but this was deferred and we will start paying it back in 2021 over three years. The running expenses were greatly reduced as the church was closed. Bills still had to be paid, Insurance cover, utilities, repairs, photocopier etc. There was £15,000 for electrical work but that will be paid back from the grant/loan.

Hall running costs – These were greatly reduced due to the OSB building being closed for a good part of the year. Cost of generating fund was mainly due to the summer ball refunds, and £700 donation and the movement of funds to complete the OSB house.

Any questions: Will Hardy: the payment into the Common Fund has gone down, Jon explained that we had offered to pay 2020 £62,000 although we tried to maintain this during the first lockdown we had to reduce it by half in the second half of the year. Jon said that the Diocese were incredibly supportive throughout. Although we know some churches gave nothing we went on paying what we could. Tim: It is fair to say that very shortly after lockdown Jon and I looked at the accounts. The drop off in income was dramatic and as a PCC we decided to ask for a reduction. If we had not done this we would have probably have run out of cash.

Tim: Is everyone happy to agree the accounts as presented. All at the meeting were in agreement.

**Auditor:** Finally the auditor for 2020 was Kevin Ogilvy. He used to have the same job as Mary Spreadbury. He is very aware of church accounts. I would like to propose him to continue as our Auditor for the coming year. All were in favour. Tim: In normal times being Treasurer is an enormous job, but in these difficult times it has been an even bigger job so our thanks go to you Jon for your amazing support to me and our church accounts.

**Election of members to the PCC.** Tim offered his thanks to John Rook, Diana Lees, and James Merchant and to Margaret Lilly, who is stepping down a year early. Many thanks for your contributions to the PCC.

Especially to Diana who just took a year off from being a Warden and then straight back on.

We have had nominations from the following people, Elizabeth Kortenbout, Avril Merchant, Jill Chadwick & Robin Ramus. Does anyone have any objection to these four nominees being elected? There were no objections, all were duly elected to the PCC by the meeting.

Sue Dean and Gareth Keller are in their second year as Deanery Synod representatives. Tim asked if they were willing to continue to stand. They both agreed to continue standing as Synod reps.

**Side persons:** There was no record of the side people for 2020 as the church has been closed. Tim asked if anyone present at the meeting who had been a side's person would like to stand down. Sadie Pyatt said that she would like to stand down. Tim thanked her for her service over the years on side.

#### **Reports:**

Tim said that on his report he would like to make a correction. Searching in Faith had continued meeting over the past year. Dizzie offered a correction to the date of the United Benefice ceasing it should read the 26<sup>th</sup> November, 2020. Tim thanked Dizzie for her correction.

Rebecca said that she would like to say to Tim, thank you for your work over the past year. To you and Emma and the family for inviting us into your home every week for our weekly services and for the creativity and presentation of your services.

Tim closed the meeting with prayer at 20.40

## **PCC meeting to elect a Treasurer and Secretary to the PCC**

Tim proposed Louise Little: as Secretary and Jonathan Baker as Treasurer. All the meeting were in agreement.

## ST MARY MAGDALENE, LITTLETON

### ANNUAL REPORT 2021-22

#### Rector's Report:

2021/22 was another year like the one before that none of us had anticipated. Covid continued to dominate and restrict our lives and kept the church building closed well into the Autumn. A fantastic group of people continued to keep the church going on line and enabled people to meet up where possible in small groups through the summer months. I would like to publicly thank Irene Smith and her team for all her work on Cornerstone. Emma Rose, Katie Breese, Tris Reece Smith and all the contributors to our online Sunday services.

Reopening in September: We reopened in September with a wonderful celebration and lovely gathering in the Rectory garden. It was great to be reconnect with one another and get to know the many people who had joined the church household during lockdown.

The next few months proved very challenging. As we reopened the church our own Covid levels went up and a large number of the church household and those in our community contracted Covid. As a result, we saw a significant drop in numbers through Advent and then, with the desire to be with our families at Christmas, I made the difficult decision to put our Christmas services back online. It was a tough call to make, but I think the right one with the rate at which Covid was and has continued to spread.

Since then, we are slowly coming out into a new time which will continue to evolve over the next few months.

**Saying Thank you!** Our Sunday children's and youth groups have also been buoyant. A massive thanks goes to Chris Scott, Richard Martin, Sam Saxon, Laura De-Young in helping to lead Youth.

Emma Rose, Jen and Emma Kriel, Kelly Murray, Laura Ramus, Natalie Wilkins, Carly Harris and all those who have helped with Sunday Club.

It was great to be able to start a new group for those in reception and year one called Stars alongside our Creche and a huge thank you to Rachel Reece-Smith, Jill Chadwick, Jo Carter-Kenton and all who help to run that group. If I have failed to mention you by name, I do apologise.

We have been blessed to have had Teil Scott with us on a more regular basis to play the organ for our worship at 9:30 and Tris continues to do an amazing job at 11:15.

We are indebted to Christine Woollard, Jill Chadwick and Audrey Bishop for getting the church ready for Worship every Sunday. To Sue, Jill, Dizzie, Rebekah and all who help welcome.

To Dizzie Kortenbout and her wonderful team of cleaners and also Dizzie's church yard team. Dizzie also helps me out with funerals, so since stopping being church warden she has almost become even busier!

To our incredible church wardens Rebekah Cooper-Jones and Jane Cosgrove who I can't thank enough. They are incredible and prayerful wardens and work so hard on you're and my behalf. They encourage, rebuke and guide me in leadership in a wonderful way.

To my leadership team, Irene Smith, Sue Wood and Miranda Parr who help to prayerfully steer our church and do a huge amount both up front and behind the scenes.

To the extraordinary Wendy Jackson and Jonathan Baker who administer the church and look after our finances and still somehow put up with me.

To our PCC: Louise Little, Dizzie Kortenbout, Miranda Parr, Rebekah Cooper Jones, Jane Cosgrove, Sue Dean, Gareth Keller, Chris Scott, Robin Ramus, Rachel Reece Smith, Jonathan Baker, Jill Chadwick, Avril Merchant, Becky Capper.

To the OSB Committee: Louise Little, Peter Baker, Dizzie Kortenbout, Dot Hagon, Fleur Coates, Sue Breckon.

To Irene and all who serve at Cornerstone,

To Alice and the wonderful Littlelots' Team.

To our other preachers Emma Rose, Simon Shutt and Simon Bagg. To those who have visited us this year, Toby Wood and Richard Moy.

To Katie Sumner my wonderful co-host on Anymore Tea podcast.

Thank you to those who lead small groups, Gillian Keller, Will Hardy, Emma Rose, Simon Shutt and James Merchant. Not all of our small groups have restarted which is both understandable and a sign of the world in which we find ourselves in.

If I have not mentioned you by name in this report, this thank you is for you. You are amazing I am so grateful for all you have done. I'm sorry for not mentioning you I have a mind like a sieve at times.

### **Looking ahead**

This has been a year of change. Several of our church family have died and gone to be with Jesus. We miss them every day, but we also rejoice that they are in a better place. New people have joined the church household and I hope you have found it a welcoming and faith filled place to be.

As we look ahead on a human level, things are uncertain. We don't know how things will settle down fully after Covid and exactly what our church household will look like and how it will function, but that actually excites me. God knows and he will lead us out of this time into what tomorrow looks like. We live with faith, hope and love and God will do the rest!

*Romans 15:13 May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.*

*Reverend Tim Rose*

### **Churchwarden's Report:**

It doesn't seem possible that we are completing another APCM report – it seems that the last year has flown by so quickly, and yet the lockdowns of 2021 are still so fresh in our memories.

As a church household, we have seen many changes once again. It is noticeable that some of our longstanding members are no longer with us, and we carry their legacy with us as we journey together in a "Covid normal" world.

As we continued to navigate the pandemic, our community response and the various and changing restrictions, we continued our worship online for much of the year. We would like to take this opportunity to thank those who made this possible for such a long time – thanking Katie Breese for her role as Producer, and thanking Tiel Scott and Tris Reece-Smith for providing worship for us for such a long time. Their collective commitment to the church household has been incredible, and we are very thankful for them and their talents.

As we reopened the building in September, we saw an initial increase in our physical number, and then a steady decrease as we headed towards Christmas. It was with sadness but pragmatism that we decided to close the church for in-person services in the week up to and over Christmas. Whilst we knew that this may not be a popular decision, it was one that paid off, with families being able to meet together over the Christmas period. With Covid infection rates so high at that time (and continuing to be so), we felt that it was the best decision overall.

One thing is certain – our church household has been changed by the pandemic. There are some who are unable to come to services due to illness or infirmity, and there are others who continue to feel vulnerable within larger groups. We continue to reach out where we can, and the Pastoral team is doing a wonderful job at ensuring that these individuals are kept uppermost in our minds. The isolation caused by the pandemic will undoubtedly continue

to be felt for the foreseeable future. We take this opportunity to thank the Pastoral team – led by Miranda Parr – as they continue to love our neighbours.

As seems to be the case every year, we operate on the kindness and generosity of many volunteers – from the Holy Dusters to Stars, Sunday Club and Youth leaders, and everyone in between. One of our unsung heroes is surely Audrey Bishop, as she faithfully serves us week by week. As with many churches and voluntary organisations, we simply couldn't do what we do without the faithful service of many. They are too numerous to mention but they are all heroes and deserve recognition. Thank you to each and every one, from all members of the church household.

On the subject of volunteering, we continue to be blessed by new people joining our teams (although we can always benefit from more volunteers – don't be shy!). However, in order to protect each one of our household, it is important to ensure that we have a strong level of compliance with safeguarding and foster a culture of openness and trust. The global church has been under immense scrutiny, rightly, over recent years, and we must all fulfil our obligations in this regard. We are pleased to report that our compliance on safeguarding training is improving, and we thank every one for ensuring that their DBS and safeguarding training obligations are kept up to date.

Finally, we are excited for what lies in store for St Mary Magdalene over the forthcoming year and look forward to continuing to worship and live alongside you all.

*Jane Cosgrove and Rebecca Cooper-Jones*

## **Accounts**

See attachments -

Audited Accounts 2021

Independent Examiners Report

## **Safeguarding Report**

The church complies with the Safeguarding requirements as laid down by the Church of England and the Diocese of London. Guidance is kept under review by the House of Bishops, as the church reflects on historic shortfalls and strives to improve practice.

The PCC agenda includes Safeguarding at each meeting. An annual audit is undertaken, and this is reviewed in May.

At St Mary Magdalene we carry out a DBS check of all those who work with children and vulnerable adults. Under recent guidance these will now need to be renewed every 3 years rather than every 5 years. Miranda Parr has recently taken over the role of DBS checker and is carrying out the relevant checks on new volunteers, as well as renewals. This has been very time consuming, as we catch up post Covid closures, but Miranda now has a good system in place and the process is getting quicker.

In addition, church leaders and members of the PCC should undertake Diocesan Safeguarding training much of which is now available online.

Overall, it is an improving picture, but there are still ways in which we can improve. Our current priorities are ensuring that parents complete consent forms for new children attending groups and that safeguarding training is completed by all who work with children and vulnerable adults, as well as by all PCC members.

*Irene Smith*

## **Old School Building Management Committee Report**

2021 started with the building being in shutdown due to the pandemic. This greatly affected our income, although we were lucky to have the Nursery, as they were allowed to reopen for children of essential workers. This helped greatly and just about gave us enough money to keep on top of the bills like Insurance, Utilities, Water rates etc.

Although 2021 started badly we were able to fulfil a long-held dream of recommissioning the house at the OSB. We had spent a considerable amount of money decorating, carpeting, installing insulation over the previous year, but with the lock down and our income stream drying up we had no further funds to install a toilet and shower room and a kitchen estimated to cost £9000. So we went to the PCC and requested a loan from church reserves, which we were granted. The work was carried out, a new cooker was installed and we were all good to go. A tenant was found and she and her family moved in Feb/Mar 2021. I can't tell you how delighted our committee were to see our plans come to fruition.

Over 2021 we paid back the loan, as the hirers gradually returned, to church reserves. The loan was repaid in full by end of 2021. Our tenant has settled in well and the church is now benefitting from the income from the rent of the house.

We are as busy as ever with hirers and every day has a booking. We continue to try and keep on top of the old building. Over the summer holidays we plastered a wall suffering from dampness in the nursery. The boiler has had a considerable amount of money spent on it

Windows get cleaned, the hall has a once a month professional floor clean and we have two cleaners who keep the building clean and tidy. The grass gets cut and we try as hard as possible to keep the building looking as good as it can.

*Committee: Rev. Tim, Sue Breckon, Louise Little, Peter Baker, Fleur Coates, Dot Hagon, Dizzie Kortebout and Ian Smith (Accounts)*

## St Mary Magdalene Church, Littleton (1304)

### FINANCIAL STATEMENT FOR YEAR ENDED 31st DECEMBER 2021

#### Receipts and Payments Accounts

	<u>Unrestricted Fund</u>	<u>Unrestricted Designated Fund</u>	<u>Restricted Fund</u>	<u>TOTAL 2021</u>	<u>TOTAL 2020</u>
	£	£	£	£	£
Voluntary Receipts					
<b>RECEIPTS</b>					
<b>Voluntary Receipts</b>					
Planned Giving	39,492.50	-	-	39,492.50	38,516.20
Collections at Services	1,246.08	2,340.59	-	3,586.67	8,730.27
All other giving/voluntary receipts	5,539.10	19,241.55	-	24,780.65	26,102.46
Gift Aid recovered	12,210.14	-	-	12,210.14	13,606.61
<b>Rental</b>	-	13,200.00	-	13,200.00	-
<b>Activities for generating funds</b>	1,008.20	1,015.28	-	2,023.48	9,138.11
<b>Investment income</b>	164.74	2.12	-	166.86	181.36
<b>Gains / Loss on Investment Assets (1)</b>	-	-	797.88	797.88	5,600.15
<b>Church activities</b>	7,488.20	-	-	7,488.20	2,470.00
<b>Inter-Account Transfers</b>	-	-	-	3,393.39	9,573.00
<b>Insurance Claims</b>	-	-	-	-	1,478.00
<b>TOTAL RECEIPTS</b>	<b>67,148.96</b>	<b>35,799.54</b>	<b>797.88</b>	<b>107,139.77</b>	<b>115,396.16</b>

**Notes** 1. The church receives an income from a shares fund under the name of "JW Lea & LN Lea Charity". Previous accounts have only shown the dividend income (shown under investment income, unrestricted). The 2020 accounts were updated to show the holding amount. This does not need to be repeated for 2021

<b>PAYMENTS</b>					
<b>Church activities</b>					
Common Fund	30,000.00	-	-	30,000.00	45,502.00
Clergy and staffing costs	4,676.24	-	-	4,676.24	2,128.70
Church running expenses	25,419.33	8,409.40	-	33,828.73	13,630.34
Hall running costs	-	18,002.02	-	18,002.02	18,135.35
Mission and donations	339.57	-	-	339.57	1,641.89
<b>Cost of generating funds</b>	1,471.27	781.32	-	2,252.59	7,337.79
<b>Loans</b>	-	3,333.33	-	3,333.33	-
<b>Inter-Account Transfers</b>	-	-	-	3,393.39	9,533.89
<b>TOTAL PAYMENTS</b>	<b>61,906.41</b>	<b>27,192.74</b>	<b>-</b>	<b>95,825.87</b>	<b>97,909.96</b>
<b>EXCESS OF PAYMENTS AND RECEIPTS</b>	<b>5,242.55</b>	<b>8,606.80</b>	<b>797.88</b>	<b>11,313.90</b>	<b>17,486.20</b>

Cash at bank and in hand at 1 Jan 2021	57,502.47	18,218.63	2,478.58	78,199.68
Cash at bank and in hand at 31 Dec 2021	47,301.85	33,335.12	8,876.61	89,513.58

## St Mary Magdalene Church, Littleton (1304)

	<u>Unrestricted Fund</u>	<u>Unrestricted Designated Fund</u>	<u>Restricted Fund</u>	<u>TOTAL 2021</u>	<u>TOTAL 2020</u>
	£	£	£	£	£
<b>Statement of Assets and Liabilities</b>					
<b>Fixed Assets</b>					
Shares - JW Lea & LN Lea Charity	-	-	6,398.03	6,398.03	5,600.15
<b>Bank Accounts</b>					
Bank Current Account	45,189.97	3,676.87	-	48,866.84	49,641.89
Fund Raisers Account	450.00	-	-	450.00	450.00
Summer Ball	1,621.94	-	-	1,621.94	1,764.63
Old School Building Fund	-	5,000.56	-	5,000.56	3,761.03
Children and Youth Bus.Prem. Acc.	-	4.90	-	4.90	14.56
Restoration	-	5,432.83	-	5,432.83	5,300.78
Cornerstone	-	1,853.99	-	1,853.99	1,876.92
Heasman	-	-	1,965.81	1,965.81	1,965.81
Talent	-	-	512.77	512.77	512.77
Reserve	-	16,279.87	-	16,279.87	6,413.20
Littlelots	-	772.05	-	772.05	424.00
<b>Cash</b>					
Restoration Petty Cash	-	29.69	-	29.69	29.69
Littlelots Cash	-	242.83	-	242.83	398.45
Cornerstone Cash	-	41.53	-	41.53	-
Fund Raisers Petty Cash	39.94	-	-	39.94	45.80
<b>BALANCE TOTALS</b>	<b>47,301.85</b>	<b>33,335.12</b>	<b>2,478.58</b>	<b>83,115.55</b>	<b>78,199.68</b>

#### LIABILITIES

None

**Notes** 2. The financial statements of the PCC have been prepared in accordance with Church Regulations 2006 on a receipts and payments basis

## St Mary Magdalene Church, Littleton (1304)

### 3. The movements in designated and restricted funds during the year were:

		Bal. C/fwd	Receipts	Payments	Transfer	Bal. C/fwd
<b>Restricted</b>						
Heasman Legacy Fund	2a	1,965.81	-	-	-	1,965.81
JW Lea & LN Lea Charity	2b	5,600.15	797.88	-	-	6,398.03
Talent Fund	2c	512.77	-	-	-	512.77
		8,078.73	797.88	-	-	8,876.61
<b>Designated</b>						
Old School Building Fund	2c	3,761.03	19,241.55	18,002.02	-	5,000.56
Children & Youth Fund	2d	14.56	-	9.66	-	4.90
Restoration Fund incl Petty Cash	2e	5,353.40	109.12	-	-	5,462.52
Cornerstone	2f	1,853.99	202.26	160.73	-	1,895.52
Reserve	2g	6,413.20	13,200.00	3,333.33	-	16,279.87
AV Fund	2h	9,745.68	2,340.59	8,409.40	-	3,676.87
Littlelots	2i	822.45	813.02	620.59	-	1,014.88
		44,121.77	37,502.30	30,535.73	-	33,335.12

<sup>a</sup> **Heasman Legacy** represents monies donated for the maintenance and improvement of St Mary Magdalene church by the Estate of the Revd. Heasman in 2001. The fund remained unused in 2021.

<sup>b</sup> **JW Lea & LN Lea Charity** is a legacy fund that the church receives an income from a shares fund. The income is shown under Investment Income. The fund shown in 2b is the holding fund

<sup>c</sup> **Talent Fund** is for projects for the benefit of the church or wider community. It can also be used to help those in need as recommended by the incumbent. The fund remained unused in 2021.

<sup>c</sup> **Old School Building** income and expenditure is from the building being used for community use i.e guides etc. This fund lost income due to Covid-19 restrictions on Hall Hires for parties, groups such as guides and during the closure of the Nursery

<sup>d</sup> **Children & Youth** is the fund for the creche, Sunday club and Youth groups. Limited funds remain with this being used up for education literature for the Sunday club.

<sup>e</sup> **Restoration Fund** is the designated funds to the upkeep of the church building. Income has been from Fund Raising committee where 1/3 of their donation is put into the restoration fund. Additional income from a donation specified for the use of the restoration of the building.

<sup>f</sup> **Cornerstone** is the community café run in the Old School Building by Church Volunteers. Donations are used to run the café with any surplus retained for future use for this project.

<sup>g</sup> **Reserve** is a fund retained in case of emergencies and to have a fund should incomes decline for any reason. No income to the fund, transfer from Reserve to Unrestricted funds for use of development of the flat at the Old School, the rental from which will become an income for the church. The rent will firstly be used to rebuild the reserve and then as an ongoing income. The loan for the electrical works fro 2019 was planned to be paid from the reserve but the Diocese deferred this payment to 2022 due to Covid-19.

<sup>h</sup> **AV Fund** Founded 2021 following fundraising through 2020 and 2021 for work to improve the equipment in the church. Included donations via the giving website specifically for this task plus donations given by individuals specifically for this fund. In addition a legacy from 2020 was designated to improve the AV as the PCC felt the person would have approved it's use.

<sup>i</sup> **Littlelots** is a parent a toddler group operated at the Old School Building operated by church volunteers. Donations are taken on entry and used for supplies. Remaining funds retained for use by this project

# St Mary Magdalene Church, Littleton (1304)

## Further analysis of major receipts and payments

	<u>Unrestricted Fund</u>	<u>Unrestricted Designated Fund</u>	<u>Restricted Fund</u>	<u>TOTAL 2021</u>	<u>TOTAL 2020</u>
<b>RECEIPTS</b>					
<b>a) All other giving/voluntary receipts</b>					
Donation from Summer Ball to PCC	-	-	-	-	700.00
Old School Building Income (Non-Recurring)	-	19,241.55	-	19,241.55	14,653.00
Legacy	-	-	-	-	5,000.00
AV Fundraising	-	2,340.59	-	2,340.59	4,745.68
Special Collections	61.16	-	-	61.16	821.66
	<u>61.16</u>	<u>21,582.14</u>	<u>-</u>	<u>21,643.30</u>	<u>25,920.34</u>
<b>b) Activities for generating funds</b>					
Littleton Life - Parish Magazine	-	-	-	-	270.00
Website Fundraising	117.08	-	-	117.08	141.24
Fundraising Committee	891.12	-	-	891.12	1,132.60
Summer Ball fundraising	-	-	-	-	6,421.54
	<u>1,008.20</u>	<u>-</u>	<u>-</u>	<u>1,008.20</u>	<u>7,965.38</u>
<b>c) Church Activities</b>					
Fees weddings/funerals	4,559.20	-	-	4,559.20	1,145.00
Diocese Fees	2,849.00	-	-	2,849.00	1,325.00
	<u>7,408.20</u>	<u>-</u>	<u>-</u>	<u>7,408.20</u>	<u>2,470.00</u>
<b>c) Rentals</b>					
Old School Building House Rental	-	13,200.00	-	13,200.00	-
	<u>-</u>	<u>13,200.00</u>	<u>-</u>	<u>13,200.00</u>	<u>-</u>
	<u>Unrestricted Fund</u>	<u>Unrestricted Designated Fund</u>	<u>Restricted Fund</u>	<u>TOTAL 2021</u>	<u>TOTAL 2020</u>
<b>PAYMENTS</b>					
<b>d) Clergy and Staffing</b>					
Diocese Fees	2,555.00	-	-	2,555.00	1,119.00
Incumbent Expenses	496.24	-	-	496.24	289.70
	<u>3,051.24</u>	<u>-</u>	<u>-</u>	<u>3,051.24</u>	<u>1,408.70</u>
<b>e) Church Running Expenses</b>					
Photocopier	875.66	-	-	875.66	1,751.32
Stationery	880.22	-	-	880.22	1,065.45
Training	16.98	-	-	16.98	80.00
Insurance	3,802.41	-	-	3,802.41	3,445.10
Altar	1,277.04	-	-	1,277.04	1,349.32
Rectory	386.45	-	-	386.45	369.97
Utilities	2,008.75	-	-	2,008.75	1,466.31
Web	736.58	-	-	736.58	568.41
Telephone / Post	365.42	-	-	365.42	305.66
Audio Visual Work	8,409.40	-	-	8,409.40	-
Repairs	14,211.82	-	-	14,211.82	2,801.80
Scout Hut	125.00	-	-	125.00	250.00
Church Yard	733.00	-	-	733.00	57.00
Parking	-	-	-	-	120.00
	<u>33,828.73</u>	<u>-</u>	<u>-</u>	<u>33,828.73</u>	<u>13,630.34</u>

**f) Old School Running Costs**

OSB Running Costs	-	4,081.84	-	4,081.84	5,923.41
OSB Insurance	-	1,499.98	-	1,499.98	1,460.58
OSB Utilities	-	4,193.73	-	4,193.73	3,064.39
OSB Repairs	-	8,226.47	-	8,226.47	7,686.97
	-	18,002.02	-	18,002.02	18,135.35

**g) Activities for generating funds**

Littleton Life - Parish Magazine Costs	411.60	-	-	411.60	165.00
Fundraising Donations to PCC	213.00	107.00	-	320.00	820.00
Fundraising Committee Costs	576.98	-	-	576.98	351.05
Summer Ball Donation to PCC	-	-	-	-	700.00
Summer Ball Costs	-	-	-	-	4,650.00
	1,201.58	107.00	-	1,308.58	6,686.05

**h) Mission & Donations**

Mission	298.47	-	-	298.47	323.15
Special Collections - see below	;	=	-	-	1,318.74
	298.47	-	-	298.47	1,641.89

**Special Collections for reference only**

	2021	2020	Notes
Poppy Appeal	61.16	-	Will be paid out of 2022 funds
Faith Awareness in Children Trust (Christmas Collections)	28.77	-	Will be paid out of 2022 funds
Shepperton Food Bank (Christmas Collections)	28.77	-	Will be paid out of 2022 funds
Bereaved Family	-	500.00	
	118.70	500.00	

**NOTES**

- 1) The financial statements of the Parochial Church Council have been prepared in accordance with the Church accounting regulations.
- 2) Donations and fundraising remain the key part of the income for the church
- 3) A focus remains on continuing to encourage planned giving
- 4) Incomes were greatly affected by Covid-19 but these were partly offset by cost savings due the building not being open and reduction in Common Fund contribution (see note 4)
- 5) Reserve was reduced by £9000 which is currently now held in unrestricted funds, this is being used towards £10,000 of works at the Old School Building flat that will generate a future residential rental income for the church

The PCC is a registered charity No. 1154895.

Approved by the Parochial Church Council on and signed on their behalf by

DATE

7/4/22



Rector  
Revd. Tim Rose



Treasurer  
Jonathan Baker

## **Independent Examiner's Report to the Trustees of St Mary Magdalene Church, Littleton**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2021 which are set out on finance pages of the Annual Report.

### **Respective Responsibilities of Trustees and Examiner**

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

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

*Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.*

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

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin Ogilvie  
Charity Bookkeeping and Examination Services  
13 Evelyns Close,  
Hillingdon,  
Middlesex,  
UB8 3LR



14<sup>th</sup> March 2022