# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH LEGAL AND ADMINISTRATIVE INFORMATION

Incumbent

Rev Dr P H Richmond

**Charity number** 

1130553

Parish office

Church Lane Eaton Norwich NR4 6NW

**Bankers** 

Barclays Bank plc

Independent examiner

Waveney Accountants Limited

T/as Newman & Co Chartered Accountants 4b Church Street

Diss Norfolk IP22 4DD

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH CONTENTS

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH TRUSTEES' REPORT

# FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### Objectives and activities

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 Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and the Charity 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 in the format prescribed by 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

I was co-opted to the PCC in December of 2021 in the role of Treasurer and was formally elected to the PCC at the APCM meeting on 24 May 2022. The annual accounts are broadly similar to the previous year. Overall income in 2022 was nominally down compared to 2021, attributable to a gift received in 2021 and a slight decrease in planned giving during 2022. There was a nominal decrease in overall church expenses from the previous year, despite higher-than-normal Hall and Cottage repair expenses. Church renovation costs were down from the previous year. The Cottage expenses were repairs deemed necessary prior to a new tenant moving in. Funds from the Friends of CCE were used to cover most of the expenses for Church renovation. Overall the accounts are in good order.

Christ Church is enrolled in the new Parish Giving Scheme (PGS), administered by the Diocese, that commenced during the summer of 2022, which replaces the locally administered Planned Giving Scheme. We are transitioning planned givers to the PGS. The new scheme benefits Christ Church by assuming the administrative burden and handling of planned donations and Gift Aid payments. The PGS has been set up by the Diocese to help us best manage regular donations. It is run as a partnership between dioceses on a cost sharing basis. There is no direct cost to Christ Church. The main beneficiary of this scheme is our church. Through your generous commitment, we can be assured of a regular, tax-efficient source of income which has the capacity and option to increase with the cost of living yet involves virtually no administration. Your gifts are passed back to our parish by the 10th of each month. Gift Aid is usually received at the same time from the PGS coinciding with receipt from HMRC. We would be most grateful if everyone can switch to the PGS.

# Reserves policy

It is the PCC's 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 flows 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.

#### Structure, governance and management

The Trustees usually meet monthly 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 PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH TRUSTEES' REPORT (CONTINUED)

# FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees who served during the year and up to the date of signature of the financial statements were:

Clergy	The Rev'd Dr Patrick Richmond	ex officio		
Readers	Mr Alistair Bolt	ex officio		
	Mr John Harrison (with PTO as Retired Reader)	Elected 2017 (ex officio as Deanery Synod member) 2020-2023		
Wardens	Mrs Vivien Humber	Elected 2016 (ex officio) retired as warden May 2022		
	Mrs Catherine Jeffries	Elected 2017 (ex officio)		
	Mrs Ruth Vaughan	Elected 2022 (ex officio)		
Deanery Synod	Mr John Harrison (with PTO as Retired Reader)	Elected 2017-2020, 2020-2023		
	Prof. David Scott	Elected 2017-2020, 2020-2023 Resigned May 2022		
	Mrs Vivien Humber	Elected 2020-2023		
	Mrs Catherine Jeffries	Elected 2021-2023		
	Mr Tony Grubb <b>Treasurer</b> Co-opted 13/12/2021 Elected 1 and to Deanery Synod			
	Mrs Susan Mitchell Secretary	Co-opted 30/04/2017 Elected 29/04/2018 Resigned May 2022		
	Mr Ian Parkes Secretary	Elected 29/09/2020 Elected Secretary May 2022		
	Mr David Archer	Elected 29/09/2020 Resigned May 2022		
	Mr John Ladd	Elected 29/09/2020		
	Ms Caroline Gibbs	Elected 29/09/2020		
	Mr Peter Smith	Elected 29/09/2020 Resigned Jan 2022		
	Mr Richard Middleton	Elected 29/09/2020		
	Mr Michael Brookes	Elected 24/05/2021		
	Mrs Caroline Crossley	Elected 15/05/2022		
	Ms Leisa Devlin	Elected 15/05/2022		

The Trustees' report was approved by the Board of Trustees.

Anthony D. Grubb

Mr Anthony D Grubb

Treasurer

Date: 17 May 2023

The Rev'd Dr P Richmond

Chairman

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH INDEPENDENT EXAMINER'S REPORT

# TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL

I report to the Trustees on my examination of the financial statements of The Parochial Church Council of The Ecclesiastical Parish of Christ Church Eaton, Norwich (the charity) for the year ended 31 December 2022.

#### Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

# Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set 3 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 financial statements to be reached.

Waveney Accountants-Limited

T/as Newman & Co Chartered Accountants 4b Church Street Diss Norfolk

IP22 4DD

Dated: 18. 5. 2023

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

# FOR THE YEAR ENDED 31 DECEMBER 2022

]	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income from:</b>							
Donations and legacies	2	77,756	1,833	79,589	80,685	6,915	87,600
Charitable activities							NAME OF RES
and ancilliary trading	3	26,532	-	26,532	23,547	-	23,547
Investments	4	8,084	-	8,084	6,861	-	6,861
Total income		112,372	1,833	114,205	111,093	6,915	118,008
<b>Expenditure on:</b>							
Charitable activities	5	124,294	608	124,902	123,235	130	123,365
Net (outgoing)/incomin resources before transf		(11,922)	1,225	(10,697)	(12,142)	6,785	(5,357)
Gross transfers between funds		12,140	(12,140)				
Net income/(expenditur	re) for						
the year/ Net movement in funds	:	218	(10,915)	(10,697)	(12,142)	6,785	(5,357)
Fund balances at 1 Janua 2022	ary	109,823	16,412	126,235	121,965	9,627	131,592
Fund balances at 31 December 2022		110,041	5,497	115,538	109,823	16,412	126,235

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

All income and expenditure derive from continuing activities.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH BALANCE SHEET

# AS AT 31 DECEMBER 2022

		2022	2	202	1
	Notes	£	£	£	£
Current assets					
Debtors	11	3,847		5,364	
Cash at bank and in hand		117,937		130,988	
		121,784		136,352	
Creditors: amounts falling due within one year	12	(6,246)		(10,117)	
Net current assets			115,538	,	126,235
Income funds					
Restricted funds	13		5,497		16,412
Unrestricted funds					
Designated funds	14	52,549		44,680	
General unrestricted funds		57,492		65,143	
			110,041		109,823
			115,538		126,235

The financial statements were approved by the Trustees on .1.7.. May.. 2023

Anthony D. Grubb

 $Mr\ Anthony\ D\ Grubb$ 

Trustee

The Rev'd Dr P Richmond

Trustee

# FOR THE YEAR ENDED 31 DECEMBER 2022

# 1 Accounting policies

#### **Charity information**

The Parochial Church Council of The Ecclesiastical Parish of Christ Church, Eaton, Norwich is governed by the Parochial Church Council Powers Measure (1956) as amended and Church Representational rules.

# 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest  $\pounds$ .

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

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.

# 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the PCC in furtherance of their charitable objectives.

Funds designated for a particular purpose by the PCC are unrestricted.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

# FOR THE YEAR ENDED 31 DECEMBER 2022

# 1 Accounting policies

(Continued)

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Specific points of recognition:

Collections - when received by or on behalf of the PCC

Planned giving - when received.

Grants and legacies - as soon as the PCC is satisfied of its legal entitlement and the amount due.

Rental income - when the rent is due.

Funds received by fetes, garden parties and similar events and sales of books and magazines from the Church bookstall are accounted for gross.

# 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

# Consecrated Land and Buildings and Moveable 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 moveable 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 moveable 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.

# 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# 1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# FOR THE YEAR ENDED 31 DECEMBER 2022

# 1 Accounting policies

(Continued)

# Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# 1.10 Funds opearated

The PCC operated various funds during the year, as follows:

General fund	Unrestricted	To fund the general running and maintenance of the Church and PCC
Parish Hall fund	Designated	Funds set aside for running costs, maintenance and major repairs.
Cottage fund	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.
Burial fund	Restricted	Donations received specifically for burial costs.
Friends of CCEPCC	Restricted	Fund raising for projects to be designated by the Friends.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHRIST CHURCH, EATON, NORWICH NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

# FOR THE YEAR ENDED 31 DECEMBER 2022

# Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total	
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £	
Donations and gifts Legacies receivable	75,756 2,000 77,756	1,833	77,589 2,000 79,589	80,685	6,915	87,600	
Donations and gifts Planned giving Income tax recovered Collections at all services Sundry donations Friends of CCE	52,383 14,898 4,644 3,831 - 75,756	693 1,140	52,383 15,591 4,644 3,831 1,140 77,589	55,053 12,857 2,560 10,215	300	55,053 13,157 2,560 10,215 6,615 87,600	

# FOR THE YEAR ENDED 31 DECEMBER 2022

# 3 Charitable activities and ancilliary trading

	Church 2022	Church 2021
	£	£
Fees	3,834	2,768
Church hire fees	140	570
Grants	2,000	-
Church hall lettings	16,224	18,038
Other income	4,334	2,171
	26,532	23,547

# 4 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Cottage rent receivable	7,607	6,836
Interest receivable	477	25
	8,084	6 961
	8,084	6,861

# FOR THE YEAR ENDED 31 DECEMBER 2022

#### 5 Charitable activities

6

	Church	Church
	2022	2021
	£	£
Staff costs	2,059	1,976
Ministry: Parish share	65,644	65,629
Ministry: Parish expenses	1,119	776
Service costs: organ and choir expenses	8,849	5,659
Church running expenses	11,427	9,209
Church renovations	4,816	7,337
Sound system	-	10,129
Social activities	51	-
Children and Young People	445	936
Holiday club paid from Group income	-	956
Church hall running costs	7,105	3,031
Cottage running costs	8,857	1,823
	110,372	107,461
Grants and donations (see note 6)	1,250	2,656
Share of support costs (see note 7)	11,960	12,048
Share of governance costs (see note 7)	1,320	1,200
	124,902	123,365
Analysis by fund		====
Unrestricted funds	124,294	123,235
Restricted funds	608	130
	124,902	123,365
Grants and donations		
	Church	Church
	2022	2021
	£	£
Donations to nominated charities	1,250	2,656

# FOR THE YEAR ENDED 31 DECEMBER 2022

# 7 Support costs

,	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	8,335	-	8,335	8,046	-	8,046
Office costs	3,219	-	3,219	3,638	_	3,638
Bank charges	406	=	406	364	-	364
Accountancy	-	1,320	1,320	-	1,200	1,200
	11,960	1,320	13,280	12,048	1,200	13,248
Analysed between				===		
Charitable activities	11,960	1,320	13,280	12,048	1,200	13,248

Governance costs includes payments to the accountants of £1,320 (2021-£1,200) for independent examiner's fees.

# 8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year five trustees were reimbursed for general expenses totalling £1,165.

# 9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	2	2
Employment costs	2022 £	2021 £
Wages and salaries Other pension costs	10,235 159	9,940 82
	10,394	10,022

There were no employees whose annual remuneration was more than £60,000.

# 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# FOR THE YEAR ENDED 31 DECEMBER 2022

11	Debtors		
		2022	2021
	Amounts falling due within one year:	£	£
	Other debtors	3,847	5,364
12	Creditors: amounts falling due within one year		
		2022	2021
		£	£
	Other creditors	5,046	10,117
	Accruals and deferred income	1,200	-
		6,246	10,117

# FOR THE YEAR ENDED 31 DECEMBER 2022

# 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds	funds		Move	Movement in funds		
	Balance at 1 January 2021	Incoming	Resources Balance at expended 1 January 2022	Balance at anuary 2022	Incoming resources	Resources expended	Transfers	Balance at 31 December 2022
	ᡤ	બ	<del>나</del>	ધ્ય	ધરે	413	ધર	ધરે
Organ fund	3,618	•	(130)	3,488	٠	(478)	•	3,010
Friends of CCEPCC	4,677	6,915	•	11,592	1,883	(130)	(12,140)	1,205
Burial ground fund	20	•	•	50	(50)		•	•
Bell tower fund	782	•	•	782		•	•	782
Children's fund	200	•	1	200	•	•	٠	200
	9,627	6,915	(130)	16,412	1,833	(809)	(12,140)	5,497

Funds raised by Friends of CCEPCC for church renovations were transferred to unrestricted funds to cover costs incurred in 2020 and 2021.

# FOR THE YEAR ENDED 31 DECEMBER 2022

# 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

			Movement	Movement in funds		Movement in funds		
		Balance at 1 January 2021	Incoming resources	Resources expended	Balance at 1 January 2022		Resources expended	Balance at 31 December 2022
		£	£	£	£	£	£	£
15	Cottage fund Parish hall	9,154	6,836	(1,359)	14,631	7,607	(8,857)	13,381
	fund	15,468	17,468	(2,887)	30,049	16,224	(7,105)	39,168
		24,622	24,304	(4,246)	44,680	23,831	(15,962)	52,549
	·							
		ļ	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
			2022	2022	2022	2021	2021	2021
			£	£	£	£	£	£
	Fund balances at December 2022 a represented by:							
	Current assets/(li	iabilities)	110,041	5,497	115,538	109,823	16,412	126,235
			110,041	5,497	115,538	109,823	16,412	126,235
			***************************************					

# 16 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).