

St John the Evangelist, Fareham

**Annual Report
and
Financial Statements
of the
Parochial Church Council**

for the year ended 31st December 2015

Incumbent:

Rev. Bruce Deans
3a Upper St Michaels Grove
Fareham
PO14 1DN

Bank:

Lloyds Bank
43 West Street
Fareham
PO16 0BE

Independent examiner:

Mrs Janet Tucker

Registered charity 1143777

Independent examiner's report to the PCC of St John the Evangelist, Fareham

This report on the accounts of the PCC for the year ended 31 December 2015, which are set out on pages 1 and 2, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 'the Regulations' and s.43 of the Charities Act 1993 'the Act'.

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulation and section 43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of Regulations.

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.43(7)(b) of the Act to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiners statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or.
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Janet
Mrs ~~Janet~~ Tucker
Fareham



Date 6/3/16

**ST JOHN THE EVANGELIST, FAREHAM
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL.
FOR THE YEAR ENDED 31ST DECEMBER 2015**

Administrative information

St John the Evangelist is situated in Upper St Michael's Grove, Fareham. It is part of the Diocese of Portsmouth within the Church of England. The correspondence address is- St John the Evangelist Church, 1a Upper St Michael's Grove, Fareham, Hampshire, PO14 1DN.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. Registered no. 1143777

PCC members are:

Incumbent: Revd Bruce Deans Joint Chairpersons (May 2015)

Curates: N/A

Church Wardens: Mrs Rachel Hicks Joint Chairperson
 Mrs Elizabeth Webb

Deputy Church Wardens:
 Mr Brian Masters
 Mrs Julia Back
 Mr Phil Harding
 Mrs Laura Vince

Representatives on the Deanery Synod:
 Mr Jeremy Hicks
 Mr Derek Petrie

Lay Reader Representative:
 Mr Ian Cranstone (Secretary)
 Mrs Jeannette Poulter

Elected Members:
 Mrs Sue Lupton (Treasurer) (Until APCM 2016)
 Mr Phil Harding (Until APCM 2016)
 Mr Geoff Collins (Until APCM 2016)
 Miss Laura Craft (Until APCM 2016)

Mrs Julia Back	(Until APCM 2017)
Mrs Charlie Stevenson	(Until APCM 2017)
Mr Brian Masters	(Until APCM 2017)
Mr Jack Harding	(Until APCM 2017)
Mr Mike Homer	(Until APCM 2018)
Mr Ken Patching	(Until APCM 2018)
Mrs Stephanie Sweetland	(Until APCM 2018)
Mrs Marlene Weller	(Until APCM 2018)

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Objectives and activities

St John's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church, the Church Hall and 7A Upper St Michael's Grove.

Achievements and Performance - Church attendance (Numbers in brackets – 2014 figures)

There were 124 (155) parishioners on the Church Electoral Roll, of whom 65(73) are not resident within the parish as at the 31st December 2015.

The average weekly Church attendance in 2015 was 106 (133) adults and 11 (13) children (under 16) but this number increased at special services. The average weekly Church attendance in October 2015 was 103 (107) Adults and 11 (15) children (under 16). Messy Church was held monthly during 2015, with the exception of January, April and August, on the first Sunday of the month, with an average congregation of 38 (64) adults and 30 (52) children. In the weeks before Christmas, local schools held their annual Carol Services in the church and Christingle services were held for the uniformed organisations.

Review of the year (Numbers in Brackets – attendance at meeting)

The PCC met six times during the year with an average level of attendance of 15. Committees met between meetings and their minutes were received by the full PCC and discussed where necessary. All PCC meetings received financial, Safeguarding and H&S reports and Synod reports where given by the two representatives.

January (15)

A draft budget was proposed and accepted by the PCC. H&S became a standing item on the PCC agenda. Work on the church building arising from the Quinquennial was satisfactorily completed and certificated. Due to the short time scale between the vicarage tenants moving out and Bruce and Caroline moving in (approx. 2 ½ weeks) it was agreed to contract out the decorating of the vicarage. We are also part of a nationwide pilot scheme called **Leading Your Church in Growth (LYCIG)** – Jack Harding and Bruce were attending a 3 day residential course in March.

March (13)

Following positive feedback from the PCC and others, Bruce has completed an application for a curate, starting in 2016. PCC accounts were presented and accepted. Ian Cranstone was appointed as the 2nd safeguarding officer. The vicarage has been decorated and cleaned for Bruce and Caroline's arrival. 7a's contract was renewed for the following 11 months. The PCC discussed the Diocese's proposal for funding mission and felt that at this stage we cannot commit to the proposal as we have already invested a lot of money in getting the vicarage ready for the new vicar (work that should have been met by the diocese).

May (16)

This was Bruce's first PCC. It was agreed that Rachel and Bruce would share the role as PCC chairperson. It was confirmed that Brian Kay, church administrator and Janet Kay, church cleaner are our only contracted employees. Casual workers (Ken Ayrton and Bill Pratt) are allowed holiday pay. PCC Sub committees were confirmed. Bruce explained the new baptism policy. The PCC also heard a full report on the LYCIG conference attended by Jack and Bruce. Bruce shared his dream for St Johns.

July (13)

Sue reported that there had been a reduction in giving of about £1000 per quarter – mainly from Standing Orders. The reasons were varied but included; a reduction in the amount given, members moving on or members stopping giving. Updated Safeguarding Policies and documents were accepted by the PCC. The formation of a LYCIG planning group was approved. Following a review of the 10:30 service and Youth Work, the PCC agreed to a number of changes including; a new service framework, children's groups meeting on specific Sundays and the proposed appointment of Overall Youth & Children's Church Co-ordinator.

September (16)

DBS checking and Safeguarding eLearning courses were progressing well with most people completing them. A committee was formed to review the H&S documents as its 5-year renewal anniversary was approaching. The LYCIG programme began this month. Caroline

Deans' Reader licensing and celebration plans were discussed. The PCC also looked at the new Parish Giving Scheme which allows for centralised giving through Direct Debit. The new Diocesan Budget designed to remove some inconsistencies and make it fairer overall was reviewed - St Johns share would increase slightly and quicker compared to the old system. The subject of prayer between services was raised and Mike Homer was asked to look into how this can be achieved.

November (16)

The H&S and Fire Risk Assessment policy documents were approved. The second set of the LYCIG sessions were underway and feedback boards were set up in the church. A LYCIG celebration service was announced. Bruce spoke about his chaplaincy role and his involvement in some seminars at the college. The concept of Pastorate for helping with Pastoral Care was explored. Following discussion on the removal of the front 2 pews to help free up space for the Family Time service and to enable better positioning of coffins at funerals, a period of consultation with the congregation was agreed. There was further discussion on the Parish Giving Scheme. It was agreed to support in principle the Diocesan Strategic Development Plan for Welbourne.

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE EVANGELIST, FAREHAM

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2015

	Note	Unrestricted funds	Restricted income funds	Endowment funds	TOTAL FUNDS	
					2015	2014
INCOMING RESOURCES						
<i>Voluntary income</i>	2(a)	71,961.36			71,961.36	77,000.80
<i>Activities for generating funds</i>	2(b)	16,776.37	3,250.00		20,026.37	5,519.67
<i>Church activities</i>	2(c)	4,569.34	36,365.53		40,934.87	43,344.57
<i>Other ordinary income</i>	2(d)		976.70		976.70	
<i>Income from investments</i>	2(e)	1.53			1.53	1,463.84
TOTAL INCOMING RESOURCES		93,308.60	40,592.23		133,900.83	127,328.88
RESOURCES EXPENDED						
<i>Grants / Donations</i>	3(a)	6,477.19			6,477.19	8,144.83
<i>Support costs</i>	3(b)	671.24			671.24	843.44
<i>Directly relating to the work of the church</i>	3(c)	62,195.19	11,360.13		73,555.32	110,138.56
<i>Fund raising and publicity</i>	3(d)	155.16	840.00		995.16	263.64
<i>Church management and administration</i>	3(e)	2,920.47			2,920.47	2,117.23
<i>Other expenses</i>	3(f)	1,430.02	39,238.04		40,668.06	22,742.78
<i>Staff costs</i>	4	14,869.87			14,869.87	16,058.68
TOTAL RESOURCES EXPENDED		88,719.14	51,438.17		140,157.31	161,309.16
NET INCOMING / (OUTGOING) RESOURCES BEFORE OTHER RECOGNIZED GAINS AND LOSSES		4,589.46	-10,845.94		-6,256.48	-33,980.28
Transfer of funds		-39,612.82	39,612.82			
GAINS AND LOSSES ON INVESTMENT ASSETS						
Depreciation on assets						
NET MOVEMENT IN FUNDS		-35,023.36	28,766.88		-6,256.48	-33,980.28
BALANCES B/FWD AT 1 JANUARY		47,330.64	4,123.28		51,453.92	85,434.20
BALANCES C/FWD AT 31 DECEMBER		12,307.28	32,890.16		45,197.44	51,453.92

The notes on pages 3-7 form part of this account

**PAROCHIAL CHURCH COUNCIL OF
ST JOHN THE EVANGELIST, FAREHAM**

BALANCE SHEET AT 31 DECEMBER 2015

	Notes	2015	2014
FIXED ASSETS			
Tangible fixed assets (net)	5	0.00	0.00
CURRENT ASSETS			
Debtors	7	0.00	0.00
Cash at bank and in hand		45,197.44	51,453.92
		<u>45,197.44</u>	<u>51,453.92</u>
LIABILITIES			
	8	0.00	0.00
NET CURRENT ASSETS		<u>45,197.44</u>	<u>51,453.92</u>
FUNDS			
	6		
Unrestricted		12,307.28	47,330.64
Restricted		32,890.16	4,123.28
Endowment		0.00	0.00
		<u>45,197.44</u>	<u>51,453.92</u>

Approved by the Parochial Church Council on 14.03.16 and signed on its behalf by:



Mrs Rachel Hicks (Church warden)



Mrs Elizabeth Webb (Church warden)

The notes on pages 4 to 7 form part of these accounts

1. ACCOUNTING POLICIES Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Funds designated as invested in fixed assets for the PCC's own use abated in line with assets' annual depreciation charges in the SOFA. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

Incoming resources

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). All such expenditure has been written off when incurred.

Equipment used within the church premises is depreciated on a straightline basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Investments are valued at market value at 31 December.

2 INCOMING RESOURCES

	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL FUNDS	
				2015 £	2014 £
2(a) Incoming resources from donors					
Planned giving:					
Gift Aid for general fund	11,621.79			11,621.79	12,531.39
Standing orders	30,594.32			30,594.32	31,763.68
CAF	7,032.29			7,032.29	6,030.63
Free will giving	19,437.97			19,437.97	21,247.95
Open giving	3,274.99			3,274.99	3,641.35
Other donations					1,785.80
	71,961.36			71,961.36	77,000.80
2(b) Activities for generating funds					
Prices charity grant		3,250.00		3,250.00	3,000.00
Oversea mission	199.56			199.56	306.77
Christian relief	128.77			128.77	
Bishops Lent Appeal	125.00			125.00	
Miscellaneous income	16,323.04			16,323.04	2,212.90
	16,776.37	3,250.00		20,026.37	5,519.67
2(c) Church activities					
coffee money	1,288.74			1,288.74	1,496.58
Bookstall	185.60			185.60	292.51
Church hall lettings	209.00	27,294.33		27,503.33	25,714.30
7a rental income		8,705.20		8,705.20	3,621.69
Special projects		366.00		366.00	10,144.49
Fees - church	2,886.00			2,886.00	2,075.00
	4,569.34	36,365.53		40,934.87	43,344.57
2(d) Other ordinary income					
sundry social		976.70		976.70	
		976.70		976.70	
2(e) Income from investments					
Interest - Gen ac	1.53			1.53	7.11
CPAS interest					1,456.73
Interest - hall account					
	1.53			1.53	1,463.84
TOTAL INCOMING RESOURCES	93,308.60	40,592.23		133,900.83	127,328.88

3 RESOURCES EXPENDED

	Unrestricted funds	Restricted funds	Endowment funds	2015	2014
3(a) Grants & Donations					
Oversea mission	5,219.52			5,219.52	7,146.92
Christian relief	125.00			125.00	
Other donations	1,132.67			1,132.67	997.91
	6,477.19			6,477.19	8,144.83
3(b) Support Costs					
Lay readers allowance	671.24			671.24	843.44
	671.24			671.24	843.44
3(c) Directly relating to the work of the church					
Parish share	47,909.04			47,909.04	46,410.61
Clergy costs	1,189.16			1,189.16	2,771.38
Young people		3,250.52		3,250.52	2,810.16
Outreach	148.26			148.26	
Subscriptions	1,232.52			1,232.52	1,370.06
c fees	1,061.15			1,061.15	
Services costs	3,012.32			3,012.32	2,167.15
Special projects		8,109.61		8,109.61	27,555.78
Church running costs (gen & cdf)	7,642.74			7,642.74	27,053.42
	62,195.19	11,360.13		73,555.32	110,138.56

3(d) Fund raising and publicity

Social fund		840.00	840.00	
Book stall	155.16		155.16	263.64
	155.16	840.00	995.16	263.64
3(e) Church management & administration				
Administration & stationery costs	2,368.52		2,368.52	1,510.74
Bank charges	551.95		551.95	606.49
	2,920.47		2,920.47	2,117.23
3(f) Other expenses				
3a	132.53		132.53	346.02
Hall expenses	1,297.49	23,619.66	24,917.15	23,159.01
Scout hut				
7a expenses		15,618.38	15,618.38	237.75
	1,430.02	39,238.04	40,668.06	23,742.78
TOTAL RESOURCES USED	73,849.27	51,438.17	125,287.44	145,250.48

4 STAFF COSTS

Wages - church cleaner	1,509.48		1,509.48	1,978.23
Wages - office	13,360.39		13,360.39	14,080.45
Wages - youth co-ordinator				
	14,869.87		14,869.87	16,058.68

5 FIXED ASSETS FOR USE BY THE PCC

	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL FUNDS	
GROSS BOOK VALUE				2015	2014
at 1 Jan					
additions					
at 31 Dec					
DEPRECIATION CHARGE					
at 1 Jan					
Charge for year					
at 31 Dec					
NET BOOK VALUE					
at 31 Dec					

CURRENT ASSETS**7 Debtors**

		2015	2014
Cash			
General A/c	13,228.37	13,228.37	16,255.84
High interest a/c	4,018.35	4,018.35	4,016.82
Hall A/c	27,871.66	27,871.66	31,110.17
Petty cash	59.40	59.40	51.43
Social fund		19.66	19.66
	45,177.78	45,197.44	51,453.92

8 CURRENT LIABILITIES

CPAS loan			
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6 ANALYSIS OF NET ASSETS BY FUND

Fixed Assets			
Current Assets			
Current Liabilities			
Fund balance			

9 FUND DETAILS

The restricted funds comprise of the Prices fund, Circus Charity fund (hall, scout hut & 7a), Bookstall. Special projects, social and youth donation

FABRIC REPORT 2015

After 2014 and all the work that was achieved, 2015 has been a quieter year for the fabric of our church! Listed below is a summary of what has been achieved and in addition to the items below, there have also been many day to day items that have needed fixing over the year. The Church Wardens would like to thank all those who have volunteered in many different capacities to improve the Church buildings and grounds throughout the year.

Church Grounds - The grounds have been kept neat and tidy during the year, on 'work days' and by the small band of volunteers.

The Annual Health and Safety and Fire Safety Training – The Health and Safety Policy document was approved by the PCC in November 2015. Copies are available from the Church Wardens. The annual H&S and Fire Safety training for Clergy, Readers, Sides People and Group Leaders who use the church was carried out in spring 2015.

Vicarage – After the tenants left the vicarage in February the house was completely re-decorated. The public areas: hall, stairs, landing, bathroom, cloakroom and study were decorated by the Diocese and the rest of the house was completed by an outside contractor on behalf of the congregation ready for the arrival of the Deans family. During the summer some fencing was renewed and an extensive patio laid at the expense of the Parish. The Diocese has also replaced the hot water cylinder, a basin in the front bedroom, completed some remedial work in the bathroom and one of the bedrooms following a leaking shower and they repaired the flat roof.

7A – Our tenants vacated the property in November and the house was re-let straight away. We have continued to invest in 7a by using some of the income we have received for any general repairs and upkeep.

Church hall – This year has seen the start of a new maintenance programme for the church hall. The Hall Committee has overseen the installation of two new gas boilers and a new radio room thermostat. The toilets have new soap dispensers and toilet roll holders and a minor repair completed on the roof. A full inventory has been undertaken in the hall, scout hut and tin tabernacle ready for the work programme in 2016.

Front and Rear Crazy-paving – A repair was carried out to the crazy- paving to secure the edging in some places.

APCM Documentation - The Church Terrier (Inventory) has been checked and was found to be in order. The Church Log Book has been updated. Both of these documents have been signed by the Church wardens.

Elizabeth Webb – Church Warden

Rachel Hicks – Church Warden