

**PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK**  
**(Registered Charity No. 1130280)**

**ANNUAL REPORT**  
**AND**  
**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2015**

<b>Incumbent:</b>	The Reverend Matthew Peat
<b>Address:</b>	Whitkirk Vicarage 386 Selby Road Whitkirk Leeds LS15 0AA
<b>Bank:</b>	Yorkshire Bank Plc Crossgates Branch 10 Austhorpe Road Leeds LS15 8DL
<b>Investment Managers:</b>	CCLA Investment Management Ltd The CBF Church of England Funds 80 Cheapside London EC2V 6DZ
<b>Independent Examiner:</b>	White Rose Accounting for Charities Castlemere Castle Lane Penistone S36 6AN

## **Aims and Purposes**

St Mary's Church Parochial Church Council (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.

As part of the Church of England, the Parish Church of St Mary's, Whitkirk aims to be a Christian presence in the community by proclaiming the good news of God's kingdom through;

- Prayer and worship
- Trusting in God: Father, Son and Holy Spirit
- Teaching, baptizing and nurturing in faith
- Fellowship and acts of loving service
- Stewardship and concern for justice

The PCC is also responsible for the maintenance of the fabric of the Grade I listed church building and the Church Hall.

## **Objectives and Activities**

As a registered charity the PCC have taken note of the Charity Commission's guidance on public benefit, particularly the specific guidance in respect of the advancement of religion.

The PCC is committed to enabling as many people as possible to worship at the Church, and to become part of the life of the wider community. The PCC maintains an overview of worship within the parish and considers how the services meet the spiritual requirements of the differing groups in the area.

Our Vision Statement is;

***'Where all find a welcome and are supported in their journey with Christ'***

## **Review of 2015**

St. Mary's is a vibrant community of faith and over the course of the year a wide and varied range of activities took place. However, there have been several significant developments during the year.

The project to have the current church lighting system replaced has moved on apace. The project has received the necessary faculty approval, and a contractor chosen to carry out the installation. The necessary funds are in place and the project is hopefully to be complete by the summer of 2016. The replacement of the old fittings by modern LED units will provide improved lighting and reduce our energy usage.

The second significant development was the completion of the sale of the property known as the Cottages. The funds released from this sale are to be used towards a major redevelopment of the Church Hall. Architects have been appointed and given a brief to provide initial proposals that will make more efficient usage of the space available.

Other areas of the life of the church are included in the PCC Teams reports further on in this annual Report.

## **Regular Worship and Attendance Information**

Each Sunday there is a Said Eucharist at 8.30am and a Sung Eucharist at 10.00am.

Once a month, Choral Evensong is held at 6.00pm.

There is a Said Eucharist each Wednesday and Friday morning.

Apart from Mondays and Friday evenings the church is open for the daily offices of Morning & Evening prayer.

The sacrament of Holy Baptism is administered once a month, except in Lent and Advent, usually at a separate service at 12.00pm

On a monthly basis we continue to have a Play and Praise service for parents with pre-school children.

Messy Church, aimed at the needs of families with young children, continues to see regular attendances. Sessions are held in the afternoon of every 2<sup>nd</sup> Sunday in the month. It begins in the Hall with refreshments, a talk and activities and continues in the church with a brief act of worship including a song and prayer.

At present St Mary's has 228 persons registered on the Electoral Roll, and an average weekly attendance at the main Sunday services of 147.

In addition to Baptism, we welcome many couples for their wedding at St. Mary's. Funerals are also an important part of our work in the community and these take place either in the church or in one of the local crematorium.

The church maintains an open graveyard in which all residents of the parish have a right under law to be buried and, although now closed to new full graves, it is still open for the burial of cremated remains.

In 2015 we celebrated 27 baptisms, 15 weddings and held 29 funerals in church with a further 17 taken at crematoria. There were 10 burials and 22 burials of cremated remains.

Memorial Services are held twice a year to which recently bereaved families are personally invited.

### **The Church and Church Hall**

The current church building is a Grade I listed structure and is predominantly from the 14th and 15th Centuries, although there is evidence of earlier structures dating back to pre-conquest times.

The Church Hall is used by a number of groups in the local community, including a Guiding unit, the Silver Lining Luncheon Club, Whitkirk Arts Guild and several weight and health groups.

As well as monthly coffee mornings, Country Dancing sessions are held regularly, and cater mainly for the older members of the community. The Hall is also let out for private functions for all ages.

### **Financial Review**

Overall unrestricted income rose by 28%, and unrestricted expenditure by 14%. For the first full year after the Stewardship Campaign planned giving increased by almost 20%. Although we have seen a substantial increase in income, it needs to be further increased if we are to meet our Parish Share.

PCC were again unable to meet the full Parish share requested by the Diocese, but did increase our contribution by £14,400 over the previous year.

Another area of concern is the Graveyard, as the costs of upkeep are significantly greater than the income received from its continuing use. There is no new grave space available, with income coming mainly from the interment of ashes and some re-openings of family plots.

### **Reserves Policy**

It is PCC policy to maintain where possible a balance of unrestricted funds current assets equivalent to three months of unrestricted running costs of £18,000, excluding Parish Share. This is to cover any unexpected reduction in income or emergency situations that may arise. The year-end balance of £12,796 of unrestricted funds (not including designated funds) did not meet this target.

The balance of £169,302 in the designated Property Fund includes the monies from the sale of the Cottages and is to be used towards a major redevelopment of the Church Hall.

A substantial legacy (circa £50,000) from the estate of Mr Broadley is to be designated to be used for church growth.

### **Volunteers**

St Mary's is only able to provide the range of services and activities that makes up the vibrant church community because of the many volunteers who give freely of their time and skills. Teams of volunteers are engaged in all aspects of work, church services, pastoral care, cleaning of the church, church flowers, maintenance of the Church and Church Hall, tidying the graveyard and cemetery, organizing events, bar staff, magazine production, and secretarial services. It would be unfair to recognize any individuals by name, but the PCC would like to thank all the volunteers for their tireless endeavours.

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

St Mary's Church is situated on Selby Road, Whitkirk, Leeds. It is part of the Diocese of West Yorkshire & the Dales within the Church of England. The correspondence address is Whitkirk Vicarage, 386 Selby Road, Whitkirk, Leeds LS15 0AA.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission (Registered No. 1130280)

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including decisions on how the funds are to be spent.

During the year the following served as members of the PCC:

Incumbent: The Reverend Matthew Peat (Chair)

Reader: Lynne Pickersgill

Churchwardens: Shelagh Freer (Vice Chair)  
David Scholey (Vice Chair)

Representatives on the Deanery Synod:  
Ken Iles  
Ron Grubb  
Alistair Hezel (From 29/4/14)

Elected Members:  
Ann Major (From 21/4/15)  
Joan Williams  
Jean Noble (To 21/4/15)  
Claire Coulthard (To 21/4/15)  
David Temple  
Bill Hyde (To 21/4/15)  
Luke Milner  
Janet Lawson  
Maurice Pethrick  
Katie Finn  
Tony Bond  
Glenn Middleditch (To September 2015)  
Tracy Manley  
Judith Grubb  
Jean Parker (From 21/4/15)  
Teresa Kennedy (From 3/5/15 to July 2015)  
Lesley Hughes (Treasurer)  
Trevor Sirrell (PCC Secretary)

The PCC met on 10 occasions during the year including 2 Extraordinary meetings. The average attendance at meetings was 74%.

Over the last year the new subcommittee structure has been implemented and the overall picture is working well. There are challenges, particular around ensuring relevant information is communicated and whilst it is not perfect it has meant that we have been able address various important issues simultaneously.

The Parochial Church Council has the important role of oversight within this structure and, as we look to the future, will need to spend more time reviewing the work we have done so far, and considering how and where we wish to change and adapt our plans.

Over the last year two items have had particular significance. The relighting of the church and the redevelopment of the hall. Whilst the Buildings, Facilities and Finance have taken responsibility for keeping these two important items moving forward on a day to day basis.

The PCC have exercised their responsibility for oversight by firstly supporting the proposed work for the relighting of the church. They have also appointed an architect for the redevelopment of the hall, working with him and his team as they have brought ideas and suggestions.

### **Buildings, Facilities and Finance**

Mission Statement: To ensure what we provide warm, accessible and welcoming buildings that reflect the welcome we receive from Christ.

Specific Targets 2015/16

- Plans for the Hall redevelopment
- Re-Lighting the Church

In addition to their specific targets for 2015/16 regarding the Hall redevelopment and the relighting of the church. The team have worked hard to ensure a smooth day to day running of the parish in regard to the necessary management of our facilities.

Specific Targets, 2016/17

- Plans for the Hall redevelopment
- Re-Lighting the Church
- Quinquennial Planning

## **Community Life**

Mission Statement: To build enriching relationships across our church and parish.

Specific Targets 2015/16

- Establishment of St. Mary's Companions
- Growth of Social Life of the Church
- Engage more with our local schools.

There are various strands to the work of this sub-committee.

The Social Events and Activities Team has worked hard to plan and resource lots of different events through the year, from the Summer Fair to afternoon teas; from pancake social nights, to concerts. These events have been much appreciated by many.

The Pastoral Care Team has worked hard to ensure our commitment that every member of St. Mary's knows they are loved and cared for is fulfilled. The St. Mary's Companions are now well established and a much valued part of life in the parish.

The School Engagement Team is seeking to deepen our relationships with the schools in our parish. A meeting was convened with the Heads of School, and ideas discussed. We are now looking to how we can take those ideas forward.

The Child Protection and Safeguarding Team is really a practical resource for the implementation of the PCC's responsibility in the parish. At every PCC issues on these matters can be raised if necessary. This Team has the responsibility, where necessary, of providing solutions to some of the challenges which we have to meet.

Specific Targets 2016/17

- Continued growth and development of the social life.
- Monitoring the development of the companions.
- Creating a school/church calendar with events, assemblies, church visits, school concerts.
- 'Come and Sing' taster events for schools.

## **Growth**

Mission Statement: To grow the body of Christ at St. Mary's

Specific Targets 2015/16

- Development of website and social media
- Marriage preparation Day and follow up
- Easter Activity Day
- Development of Messy Church+
- Growing the Church Younger

Again this subcommittee has a number of strands, each of which meets according to need.

The 'In Giving We Receive Team' has met to both review the previous giving campaign, and to plan a briefer giving Sunday in September. It has begun to address the issue of participation across the parish and to grow new leaders. It is hoped this will happen more substantively in the coming year.

The Mission 2018 Team has not yet met, though there have been various preliminary discussions and ideas. The planned date of the mission has now altered slightly to Autumn 2018 to allow for the redevelopment of the Hall.

The Messy Church Planning Team has met regularly to plan the activities of the forthcoming gatherings. It has helped broaden the leadership and share the burden of planning and leading.

The Baptism and Wedding Preparation Team has worked hard to try and make the most of the opportunities these services can provide. New greetings cards are being designed and printed. The annual 'Wedding Couple' get together at the beginning of the year is proving a great success giving a chance for information to be shared and for people to get to know each other.

There is some cross over here with Developing Alternative Worship, for we decided to host two services a year with the specific purpose of inviting our baptism families.

The Communication Team has met regularly, often over the telephone. St. Mary's website has been enhanced and developed. The Facebook and Twitter pages are regularly updated and the text reminder service for Messy Church and Play 'n' Praise is now up and running.

The Growing the Church Younger Team has instigated the idea of TGIF (Thank God its Friday). This has met three times over the last year in the Brown Cow and is simply intended as a way to bring people together in an informal and friendly environment.

The Activity Day Planning Team has planned and hosted a couple of successful days in which parents and their children have been invited to our hall to share in an afternoon of activities and worship based around a theme. More of these are planned for the coming year.

#### Specific Targets 2016/17

- Time and Talent challenge 'Let it be according to your word'
- Baptism Card and Follow up (Baptingle)
- Establish regular pattern for TGIF

### **Worship and Spiritual Life**

Mission Statement: To offer, worship, teaching, prayer and opportunity for spiritual growth that reflects our diversity and offers something for everyone.

Copies of The Pilgrim Course have been purchased and an introductory course has begun with the hope that this will be something that we can use and develop in the coming years.

A Christian Basics course is being planned for the Autumn of this year in the hope of providing a low threshold (in terms of previous knowledge) way of exploring and beginning to grow in the Christian Faith.

The Brunch and Bible Planning Group has not yet met though preliminary discussions have taken place.

The Developing Alternative Worship Team has met and looked at what we may be able to offer. Looking to the future, this team is helping plan appropriate worship to which we can invite baptism families. We have also introduced Compline by Candlelight which will continue on a trial basis until July.

#### Specific Targets 2016/17

- Establish pattern and develop mechanisms to review our Christian Nurture and Christian Basics Courses.
- Establish Pattern for Baptism Family Worship
- Continue to seek ways to develop Messy Church plus

On behalf of the PCC

Reverend Matthew Peat (Chair)

Date: ?? ??? 2016

## REPORT OF THE EXAMINER TO THE TRUSTEES OF PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK

I report on the accounts of the company for the year ended 31 December 2015, which are set out on pages 9 to 18

Respective responsibilities of trustees and examiner.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 Commission 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

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, comply with the accounting requirements of the 2011 Act

have not been met; or

- (1) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Craig Williamson

White Rose Accounting for Charities, Castlemere, Castle Lane, Penistone S36 6AN

Dated:



**St Mary's Church Whitkirk**  
**Statement of Financial Activities**  
**For the period from 01 January 2015 to 31 December 2015**

	Note	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Incoming resources</b>							
Incoming resources from generated funds	2(a)						
Voluntary income		93,739	36,500	18,052	—	148,291	91,835
Activities for generating funds		42,937	—	—	—	42,937	48,800
Investment income		—	3,091	22	—	3,113	3,334
Incoming resources from charitable activities	2(b)	14,309	—	851	—	15,160	13,251
Other incoming resources	2(c)	1,069	—	—	—	1,069	1,964
<b>Total incoming resources</b>		<b>152,052</b>	<b>39,591</b>	<b>18,926</b>	<b>—</b>	<b>210,569</b>	<b>159,184</b>
<b>Resources used</b>							
Costs of generating funds	3(b)						
Costs of generating voluntary income		216	—	—	—	216	788
Fundraising trading: cost of goods sold and other costs		13,840	540	—	—	14,380	14,836
Charitable activities	3(a)	140,552	4,263	4,134	—	148,949	127,365
Governance costs	3(c)	360	—	—	—	360	—
Other resources used	3(d)	275	—	—	—	275	185
<b>Total resources used</b>		<b>155,243</b>	<b>4,803</b>	<b>4,134</b>	<b>—</b>	<b>164,180</b>	<b>143,173</b>
<b>Net income / (expenditure) resources before transfer</b>		<b>(3,191)</b>	<b>34,788</b>	<b>14,791</b>	<b>—</b>	<b>46,389</b>	<b>16,011</b>
<b>Transfers</b>							
Gross transfers between funds - in	3(e)	—	97,882	347	—	98,229	376
Gross transfers between funds - out		(97,882)	—	(347)	—	(98,229)	(376)
<b>Other recognised gains / losses</b>							
Gains / losses on investment assets	5(b)	—	4,258	—	12	4,270	5,600
<b>Net movement in funds</b>		<b>(101,073)</b>	<b>136,928</b>	<b>14,791</b>	<b>12</b>	<b>50,659</b>	<b>21,611</b>
<b>Reconciliation of funds</b>							
<b>Total funds brought forward</b>		<b>386,373</b>	<b>76,063</b>	<b>13,364</b>	<b>787</b>	<b>476,587</b>	<b>454,976</b>
<b>Total funds carried forward</b>		<b>285,300</b>	<b>212,991</b>	<b>28,156</b>	<b>799</b>	<b>527,246</b>	<b>476,587</b>

# St Mary's Church Whitkirk

## Balance sheet As at: 31 December 2015

		As at 31/12/2015	As at 31/12/2014
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	5(a)	275,862	376,292
Investments	5(b)	55,135	50,865
		<u>330,997</u>	<u>427,157</u>
<b>Current assets</b>			
Stocks and work in progress		3,966	3,486
Debtors	6	6,081	5,487
Cash at bank and in hand		189,661	44,265
		<u>199,708</u>	<u>53,238</u>
<b>Liabilities</b>			
Creditors: Amounts falling due in one year	7	3,458	3,808
<b>Net current assets less current liabilities</b>		<u>196,250</u>	<u>49,430</u>
<b>Total assets less current liabilities</b>		<u>527,246</u>	<u>476,587</u>
<b>Total net assets less liabilities</b>		<u>527,246</u>	<u>476,587</u>
<i>There may be minor discrepancies in the totals if the pence are not being shown</i>			

Approved by the Parochial Church Council on ??? 2016 and signed on its behalf by:

Reverend Matthew Peat (Chair)

Lesley Hughes (Treasurer)

The notes on Pages 10 to 18 form part of these accounts

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2015**

### **1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice.

The financial statements have been prepared under the historical cost convention except for the valuation of land and buildings and investments shown at market value.

#### **a) Funds**

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

The purpose of any restricted funds is noted in the accounts.

The accounts include transactions, assets and liabilities 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 or those that are informal gatherings of church members.

#### **b) Incoming resources**

##### **i ) Voluntary income and capital sources**

- Collections are recognised when received.
- Planned giving under Gift Aid is recognised only when received.
- Income tax recoverable on Gift Aid donations is recognised when receivable.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.
- Sales of magazines are accounted for gross.

##### **ii) Other income**

- Rental income from the letting of PCC premises is accounted for when the rental is due.

##### **iii) Income from investments**

- Dividends are accounted for when due. Interest is accounted for on an accrued basis.
- Tax recoverable is recognised in the same accounting period.

##### **iv) Gains and losses on investments**

- Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December 2015.

#### **c) Resources used**

##### **i) Grants**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

ii) Activities directly relating to the work of the Church

Parish share is a request from the Diocesan Board of Finance for each parish to contribute a specific amount each year to help meet the Diocesan budget. If a parish is unable to meet the full amount requested then it is treated as Historic Share to be contributed in a later accounting year. The PCC has passed a resolution to the effect that its current financial situation is such that it cannot realistically have any intention of paying its historic share and therefore its value is not being shown as a creditor within the accounts. See Note 3(a).

d) Fixed Assets

i) Consecrated land and buildings and movable church furnishings

- Consecrated and beneficed property is excluded from the accounts by s.96(2)(c) of the Charities Act 1993.

- No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

ii ) Other land and buildings

- Other land and buildings held on behalf of the PCC for its own purposes are included at the valuation as of 31 December 2007. No depreciation however is provided on freehold properties as in the opinion of the PCC neither their current value nor anticipated future value is less than their current value. Any expenditure on maintenance or improvement is written off as incurred.

iii) Other equipment

- Equipment is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off in the period in which the asset is acquired.

e) Investments

- Investments are valued at market value at 31 December 2015.

Current Assets

- Amounts owing to the PCC at 31 December 2015 in respect of fees, rents, income tax recoverable or other income are shown as debtors less provision for amounts that may prove uncollectable.

- Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank

- Cash at Bank and in Hand includes cash and bank current accounts.

# St Mary's Church Whitkirk

## Analysis of income and expenditure Selected period: 01 January 2015 to 31 December 2015

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Incoming resources</b>						
<b>2(a) Incoming resources from generated funds</b>						
Tax efficient planned giving	58,233	—	—	—	58,233	48,163
Other planned giving	6,932	—	—	—	6,932	6,187
Loose plate Collections	11,798	—	577	—	12,375	10,916
Giving through church boxes	554	—	—	—	554	516
One-off donations	1,247	—	1,148	—	2,395	8,588
Specific Appeals	—	—	13,959	—	13,959	—
Flower Fund Income	—	—	756	—	756	813
Tax recoverable on Gift Aid	14,976	—	1,613	—	16,589	15,783
Legacies	—	36,500	—	—	36,500	—
Recurring grants	—	—	—	—	—	30
One off Grants	—	—	—	—	—	838
Church Events	4,145	—	—	—	4,145	4,899
200 Club Income	—	—	—	—	—	5,326
Ch hall lettings-fund raising	15,355	—	—	—	15,355	16,360
Magazine income - advertising	715	—	—	—	715	840
Bar Income	22,722	—	—	—	22,722	21,374
Dividends	—	3,022	—	—	3,022	3,274
Bank & building soc interest	—	69	22	—	91	60
<b>Incoming resources from generated funds Totals</b>	<b>136,675</b>	<b>39,591</b>	<b>18,075</b>	<b>—</b>	<b>194,341</b>	<b>143,970</b>
<b>2(b) Incoming resources from charitable activities</b>						
Wedding Fees	3,756	—	—	—	3,756	4,644
Funeral Fees	4,041	—	3	—	4,044	2,977
Churchyard Fees	5,495	—	—	—	5,495	4,364
Bookstall sales to promote obj	—	—	849	—	849	40
Parish magazine sales	1,017	—	—	—	1,017	1,226
<b>Incoming resources from charitable activities Totals</b>	<b>14,309</b>	<b>—</b>	<b>851</b>	<b>—</b>	<b>15,160</b>	<b>13,251</b>
<b>2(c) Other incoming resources</b>						
Other Funds Generated	1,069	—	—	—	1,069	1,964
<b>Other incoming resources Totals</b>	<b>1,069</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,069</b>	<b>1,964</b>
<b>Incoming resources Grand totals</b>	<b>152,052</b>	<b>39,591</b>	<b>18,926</b>	<b>—</b>	<b>210,569</b>	<b>159,184</b>

N.B. There may be minor discrepancies in the totals if the pence are not being shown

## Resources used

### 3(b) Costs of generating funds

Costs of stewardship	216	—	—	—	216	788
Cost of church events	295	—	—	—	295	105
200 Club prizes & expenses	—	—	—	—	—	2,604
Bar Stock	13,028	—	—	—	13,028	11,900
Bar expenses	517	540	—	—	1,057	226

### Costs of generating funds Totals

14,056	540	—	—	14,596	15,623
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### 3(a) Charitable activities

Charitable Grants	2,000	—	—	—	2,000	1,350
Parish share	84,000	—	—	—	84,000	70,000
Assistant staff costs	109	—	—	—	109	121
Organists Salary	2,400	—	—	—	2,400	2,400
Employers NIC contributions	50	—	—	—	50	—
Working expenses of incumbent	1,406	—	—	—	1,406	1,369
Vicarage expenses	248	—	—	—	248	248
Training	—	—	—	—	—	165
Miscellaneous expenditure	915	1,000	—	—	1,915	630
Mission Expenses	90	—	116	—	206	683
Insurance	5,410	—	—	—	5,410	5,331
Church Music & Choir	219	—	1,021	—	1,240	664
Church maintenance	2,767	—	2,154	—	4,921	1,321
Upkeep of services	1,332	—	113	—	1,444	1,093
Flower Fund expenditure	—	—	731	—	731	848
Upkeep of churchyard	7,992	—	—	—	7,992	12,791
Administration	2,352	—	—	—	2,352	145
Performing Rights	519	—	—	—	519	509
Postage	105	—	—	—	105	128
Printing & Stationery	2,388	—	—	—	2,388	1,783
Health & Safety	2,649	—	—	—	2,649	897
Furniture Equipment	802	—	—	—	802	809
Depreciation	—	431	—	—	431	431
Church Gas & Electric	3,186	—	—	—	3,186	4,236
Hall Gas, Electricity & Water	4,674	—	—	—	4,674	7,323
Hall maintenance & cleaning	10,093	—	—	—	10,093	10,018
Waste Disposal	2,235	—	—	—	2,235	1,925
Hall Major repairs	1,558	420	—	—	1,978	—
Other PCC property costs	37	2,412	—	—	2,449	146

### Charitable activities Totals

140,552	4,263	4,134	—	148,949	127,365
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### 3(c) Governance costs

Audit or Independent Examination	360	—	—	—	360	—
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### Governance costs Totals

360	—	—	—	360	—
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### 3(d) Other resources used

Hospitality Expenses	275	—	—	—	275	185
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### Other resources used Totals

275	—	—	—	275	185
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### Resources used Grand totals

155,243	4,803	4,134	—	164,180	143,173
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### 3(e) Transfers

The transfer of £97,882 from General funds to the PCC Property Projects designated fund reflects the residual funds from the sale of the Cottages, the funds to be applied to the redevelopment of the Church Hall.

The transfer of £347 from Occasional Restricted Funds to the Lychgate fund reflects the over subscription towards the costs of renovation of the War memorial situated within the Church. The Lychgate is a registered War Memorial.

#### 4(a) STAFF COSTS

	2015	2014
Wages	2,400	2,400
Employers NIC	50	-

During the year the PCC employed an organist for whom no social security costs were incurred. The Parochial Fees Order 2012 states that vergers, organists and choir are optional choices for those having occasional services. Therefore the PCC are acting as agents on behalf of other parties when providing such services, and the fees do not form part of the income or expenditure of the PCC as has been recorded in previous years.

#### 4(b) PAYMENTS TO PCC MEMBERS

No members of the PCC, or persons closely connected to them, received any payments from the funds of the PCC.

### 5. FIXED ASSETS

#### (a) Tangible

	Freehold Land & Buildings	Church Equipment	Hall Equipment	Total
ACTUAL/DEEMED COST				
At 1 January 2015	375,000	11,763	7,170	393,933
Disposal	100,000	-	-	-
Additions	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2015	275,000	11,763	7,170	293,933
DEPRECIATION				
At 1 January 2015	-	10,471	7,170	17,641
Charge for the year	-	431	-	431
At 31 December 2015	-	10,902	7,170	18,072
<b>Net book value at 31 December 2015</b>	275,000	861	-	275,862
<b>Net book value at 31 December 2014</b>	375,000	1,292	-	376,292

#### 5(b) Investments

	£
Market value at 1 January 2015	50,865
Disposals at carrying value	-
Purchases at cost	-
Revaluation gain/(loss)	4,270
Market value at 31 December 2015	55,135

Holdings at 31 December 2015	CBF Property Fund	40,670.25	shares
	CBF Investment Fund	14	shares

### 6. DEBTORS

	2015	2014
	£	£
Gift Aid receivable	1,467	1,440
Trade debtors	1,769	963
Prepayments	2,845	3,084
<b>Total Debtors</b>	<b>6,081</b>	<b>5,487</b>

### 7. LIABILITIES

Amounts falling due in one year		
Creditors for goods and services	1,512	1,366
Accruals	1,518	694
Agency collections	428	1,286
<b>Total liabilities</b>	<b>3,458</b>	<b>4,256</b>

## 8. FUNDS

Unrestricted, Designated, Restricted and Endowment Funds are defined as follows

Unrestricted Funds are funds given to the church on the general understanding that they will be used at the discretion of the PCC for furthering the mission and ministry of the church.

Designated Funds are funds set aside by the PCC for use in the future (for example, for future building repairs). The money is designated for these particular projects. Designated funds are still unrestricted and can be moved to other funds (re-designated) if the PCC so decides.

Restricted Funds are monies restricted by the donor because they were given for a particular purpose. An Endowment Fund is another form of restricted fund. It is either money that has been given to the church with the specific instruction that only the interest gained from the money can be spent on an asset (such as a house) or donated to be retained for continuing use by the church. The original money cannot normally be spent and must remain in the form of assets or investments, but not necessarily the same asset that was given.

At 31 December 2015 the restricted funds comprised the following funds;

### Chancel Repair Fund

This was funded by an endowment consisting of a quantity of shares in a 7.75% Treasury Bond 2012/15, the interest from which is paid into a Deposit account. The bond matured in 2012 and the shares redeemed, with funds being paid into the deposit account, the funds of which are to be applied to repairs within the Chancel. This fund was established in 1976 by Trinity College, Cambridge in mitigation of their responsibility as Lay Rectors of the Church. The Diocesan Board of Finance act as Custodian Trustees.

### Churchyard Fund

This is funded by an endowment consisting of a quantity of shares in the CBF Investment Fund, the dividends being paid into St Mary's current account. Established in 1959, the trust is to maintain the graves of Annie Christie and Henry Nelson and any surplus income used to keep the churchyard in good order. The Diocesan Board of Finance act as Custodian Trustees.

### Fabric Fund

Incoming resources which are designated for the 'Fabric or Building Fund' are used for the repair and maintenance of the church or for capital projects. In an accounting period income in excess of expenditure is set against the designated expenses. Where in an accounting period income is in excess of expenditure the excess is carried forward to the next accounting period.

### Flower Fund

Incoming resources which are designated for the "Flower Fund" are used to purchase flowers for church and other church functions. Where in an accounting period income is less than expenditure, flowers will be purchased from the general funds.

### Floodlight Fund

Incoming resources which are restricted to the "Floodlight Fund" are used for the repair and maintenance of the plant and equipment which make up the floodlighting system. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### Hall Loop fund

Incoming resources to be used for the installation and maintenance of an induction loop system in the Church Hall. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### Organ Fund

Incoming resources are to be used for maintenance, refurbishment or towards the replacement of the church's pipe organ. In an accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.



#### Vestments Fund

Incoming resources are to be used for the repair or replacement of clerical vestments. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

#### Wreath Fund

This constitutes a grant from Leeds City Council for the provision of a wreath, to be laid at the War Memorial annually on Remembrance Sunday.

#### Youth Fund

Incoming resources are to be used for events and resources for children and young people. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

#### Doris Cook

A bequest from the late Doris Cook. The funds to be used for any expenditure required on the interior of the church.

#### Church Lighting Fund

Incoming resources to be used for the updating of church lighting to a more energy efficient standard, with any excess funds to be used for its maintenance.

#### War Memorial Fund

Funds transferred from a closed branch of the Royal British Legion for the purposes of maintaining local war memorials. The Church's Lychgate is a War Memorial and the funds from this source have been used towards the cost of the recent refurbishment of the Lychgate.

#### Occasional Gifts

The PCC may from time to time receive gifts for specific purposes, the designation and timing of which will not warrant the creation of a separate fund for accounting purposes. These will be accounted for separately, and the incoming resources will be used for the purpose specified.

Purpose of designated funds:

The Reserve Fund is maintained in line with PCC Reserves Policy

The Property Fund is for use of the renovation or demolition & rebuilding of the Verger's Cottage.

The Legacy Fund is for specific projects identified by the PCC and not to be used for general running costs.

**Fund movement**  
**01 January 2015 to 31 December 2015**

<b>Fund and type</b>	<b>Fund balances brought forward</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>Gains and Losses</b>	<b>Fund balances carried forward</b>
<b>Unrestricted</b>						
General fund	386,373	152,052	155,243	(97,882)	—	285,300
<b>Sub-totals</b>	<b>386,373</b>	<b>152,052</b>	<b>155,243</b>	<b>(97,882)</b>	<b>—</b>	<b>285,300</b>
<b>Designated</b>						
Legacies	3,802	36,500	1,971	—	—	38,331
PCC Property Projects	66,903	3,091	2,832	97,882	4,258	169,302
Reserve funds	5,358	—	—	—	—	5,358
<b>Sub-totals</b>	<b>76,063</b>	<b>39,591</b>	<b>4,803</b>	<b>97,882</b>	<b>4,258</b>	<b>212,991</b>
<b>Restricted</b>						
Church Lighting	1,250	15,787	—	—	—	17,037
Doris Cook Bequest	5,000	—	—	—	—	5,000
Lychgate	30	—	—	347	—	377
Church Music	365	618	632	—	—	350
Chancel Repair	1,676	18	—	—	—	1,694
Churchyard	3	7	—	—	—	10
Fabric Fund	760	2	—	—	—	762
Church Flowers	28	820	731	—	—	117
Remembrance	69	—	20	—	—	49
Sunday Wreaths						
Youth Fund	1,039	25	116	—	—	948
Organ Fund	478	1,351	389	—	—	1,440
Clerical Robes Fund	320	—	93	—	—	228
Floodlighting	179	298	—	—	—	477
Hall Loop System	278	—	—	—	—	278
Occasional Restricted Funds	2,501	—	2,154	(347)	—	—
<b>Sub-totals</b>	<b>13,967</b>	<b>18,928</b>	<b>4,134</b>	<b>—</b>	<b>—</b>	<b>28,767</b>
<b>Endowment</b>						
Churchyard	177	—	—	—	12	189
<b>Sub-totals</b>	<b>177</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>12</b>	<b>189</b>
<b>Totals</b>	<b>476,587</b>	<b>210,569</b>	<b>164,180</b>	<b>—</b>	<b>4,270</b>	<b>527,246</b>

9. ANALYSIS OF NET FUNDS	Unrestricted Designated	Unrestricted General	Restricted	Endowment	TOTAL 2015
	£	£	£	£	£
Tangible fixed assets	862	275,000	-	-	275,862
Investment Assets	54,946	-	-	189	55,135
Current assets	157,183	12,796	29,729	-	199,708
Liabilities	-	(2,496)	(962)	-	(3,458)
	212,991	285,300	28,767	189	527,246

*There may be minor discrepancies in the totals if the pence are not being shown*

## 10. RISK ASSESSMENT

The PCC actively review the major risks which St Mary's faces on a regular basis and believe that maintaining the free reserves stated, combined with the review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The PCC have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

## 11. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the St Mary's has achieved this are provided in the PCC's Annual Report. The PCC confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding the activities to be undertaken by St Mary's.