

Trustees Annual Report and Financial Report

The Parochial Church Council of

St. John the Evangelist, Copthorne

Registered Charity no: 1155185

For the year ended 31 December 2016

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St. John's Church, Church Road, Copthorne, West Sussex RH10 3RD

Incumbent: The Reverend Doctor Simon Hill, The Vicarage, Church Road, Copthorne, RH10 3RD

Independent Examiner: Frith & Co, 7 Station Road West, Oxted, Surrey RH8 9EE

Bankers: The Co-operative Bank plc PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT,

Trustees Annual Report for 2016

for

The Parochial Church Council of St. John the Evangelist, Copthorne

Registered Charity no: 1155185

Structure, Governance and Management.

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent:	The Rev'd Dr Simon Hill	Chairman
Reader:	Mrs Barbara Hill	
Wardens:	Mrs Susan Williams	
	Mrs Monica Polley	

<i>Elected Members:</i>	Mr Nigel Cramp	Until 2019
	Mrs Lesley Dawson	Until 2019
	Mr John Edwards	Until 2017
	Mr David Hornsby	Until 2017
	Mrs Jan Leftley	Until 2019
	Mr Michael Livesey	Until 2017
	Mrs Cathy Sexton	Until 2018
	Mr Paul Simmons	Until 2017
	Mrs Christine Wheatley	Until 2019
	Mr David Wheatley	Until 2019
	Mr Eddie Redfern	Until 2018

<i>Appointed Members:</i>	Miss Elizabeth Cramp	Treasurer
	Mrs Barbara Riches	Secretary

<i>Deanery Synod:</i>	Mr Andrew Harpham	Until 2017
	Mr Ian Hornsby	Until 2017
	Mrs Angela Vevers	Until 2017

The PCC has appointed Eddie Redfern as Safeguarding Officer, who is responsible for ensuring that a DBS search will be conducted as required on those who work with children and vulnerable adults in the church.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, readers licensed to officiate in the church, the churchwardens), members of the Deanery, Diocesan or General synods and 11 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd Dr Simon Hill in:

- The promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical
- Practical and financial support for those in need and to other organisations with similar objectives
- Maintenance of the church building, The Parish Hub and churchyard for the benefit of all. The churchyard is open for the interment of ashes within the Labyrinth and for burials for residents of Copthorne.

Our plans to achieve our objectives

When planning our activities for the year the PCC considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

We try to enable those within the wider community to come to 'know Jesus more clearly, love him more dearly and follow him more nearly' (Richard of Chichester) by:

- Living our faith at the heart of our community as we grow in faith through worship, prayer and holy hospitality
- Enabling as many people as possible to worship at our church and enjoy the church throughout the week
- Encouraging others to become part of our worshipping community at St. John's by sharing friendship and refreshment.
- Maintaining an overview of worship and considering how our services can involve other groups from our community
- Teaching, baptising and nurturing new and existing believers
- Provision of pastoral care for people living within the parish
- Outreach to all in the parish through social events
- Practical and financial support to those in need, locally and through mission organisations
- Sponsoring and promoting the Copthorne Magazine
- Keeping our church, churchyard and Parish Hub in good condition for the use of the community

What we achieved and how we affected beneficiaries' lives

Attendance at worship

We welcome all to our church, from within as well as outside our parish boundary, and from all walks of life. Being very close to Gatwick Airport we are fortunate to have frequent visitors on a Sunday morning from all over the world, as they stay overnight locally. We have several 'care in the community' homes within the parish with residents and their carers attending the Sunday and

weekday services regularly. We contend that voluntary attendance to Christian worship is a major demonstration of the public benefit of our activities.

There are 141 parishioners on the church electoral roll, 23 of whom are not resident in the parish. Nine names have been added during the year and five were removed either through death or because they moved away from the area. The average weekly attendance, counted during October, was 119 adults and 18 children with this number increasing to well over 200 at festivals.

Sunday services vary, within the liturgical seasons, so that they are attractive to newcomers while still inspiring the regular congregation. The text of the main Sunday service is usually projected with illustrations being much appreciated by the congregation, adding another dimension to the worship, as does the increasingly broad repertoire of our choir and musicians. Activities for young people are held during our parish communions.

Services marking seasonal festivals are very well attended by those who do not regularly join us on a Sunday. The Copthorne Silver Band always play for the Remembrance service when all the uniformed organisations join with the Royal British Legion in the church to honour those who made the ultimate sacrifice in conflict. The All Souls service in November is a particularly poignant, but very much appreciated occasion where those who have lost loved ones can join for Evening Prayer, light candles and share memories over refreshments.

Children from the village schools were invited to form a children's choir to join our singers to prepare for the Crib Service on Christmas Eve. The songs for 'It's a party' were very catchy and enjoyed by the

"The All Souls service is so special",
JL

321 adults and children who had a wonderful time worshipping and then enjoying seasonal refreshments after the service.

Enabling, encouraging and sharing throughout the week

The church is accessible, maintaining a web site detailing contacts and activities and the building is open every day, during daylight hours, for anyone to use for moments of quiet reflection and a place of peace. This is much appreciated by the village as can be seen from entries in our visitor's book and the written requests for prayers, which are read during the Wednesday service.

The church is of great benefit to the village schools, which use the church regularly for services and teaching activities about faith; concerts are frequently held in the church, with St John's providing refreshments, and uniformed organisations meet from time to time in the church.

Our church continues to be appreciated by our parishioners and many others as a space where life events are celebrated with joy and thanksgiving. 12 weddings have taken place affording us the opportunity to get to know several couples who have started to worship with us and we held 10 funerals during the year, many of which followed the service with the wake in the Parish Hub, just across the churchyard. We were privileged to have the local branch of SANDS, supporting parents who have suffered stillbirth or early loss of a child using the church for their Wave of Light in the autumn, the weather being too wet for the planned outdoor activity.

"Thank you for letting us use the church on such a wet evening, and for your support" JR, SANDS

The Parish Hub, built by St. John's two years ago, is proving of great benefit to church and community alike accommodating St. John's pre-school, Naomi's Friends, Caring for Carers and Mother's Union meetings. Wednesday Lunches are held several months of the year, either in the Hub, bookings permitting, or in church. The lunches are by voluntary donation, all can participate as those more able to give subsidise those who can only give little.

Lovely to come to the church and remember my sister Pauline & to say prayer in a peaceful beautiful church. S&R, Berkshire

Teaching, baptising and nurturing new and existing believers

We are delighted that 4 adults have grown in faith and taken the step onto Confirmation during the year and we have held baptisms for 25 children, the majority of those being families who do not regularly attend any church. All baptism families are sent invitations to join us for Poster Church, a family event held bi-monthly, which includes bible based fun activities and high tea. Some baptism families have joined us and often this leads onto the children and families taking a lead role in a following week's service.

Church members are greatly encouraged to use their gifts of ministry at services, be it welcoming, reading or praying with individuals and two members are now regularly leading part of the Sunday morning worship, which deepens their personal ministry and encourages the whole congregation.

Pastoral care and outreach through social events

Home Communion and regular services at our local Cheshire Home and residential care home are an important part of our ministry for those too frail to attend church, ministering to about 20 people a week. Home Groups meet during the month offering spiritual and practical support to their members.

"We don't know what we would do without all the social events, we've so many friends here." Mr. & Mrs E

Hospitality is a key point of our ministry to the village, enabling church members to invite others to join us. The Social Team work hard planning a large number of events throughout the year which have been well attended by both church members and the village community. Jazz on the Green is an annual free event for the village, which is always well received; Vicarage Teas is an institution at the annual village carnival, with an exhibition in church, this year on Biblical Sea Stories, linking in with the carnival theme of Sea Stories; various quiz nights, film and games afternoons have provided fun and hospitality for all as well as generating funds. Big Breakfasts are arranged by Trevor Hodsdon and held several times a year. These are well received with speakers on topical subjects widening our horizons.

Taking advantage of the superb catering quality kitchen in the Parish Hub several Sunday Lunches have been held, with a wonderful celebration for the Queen's 90th birthday. Each family was given a copy of the book 'The Servant Queen', a collection of Her Majesty's thoughts on her Christian faith. All social events are advertised and an increasing number of non church members join us, which is encouraging.

Support for those in need

Supporting those less fortunate than ourselves is an important part of our mission. The house-to-house

What fantastic news and a real answer to prayer! Thank you so much for your generous donation. Believe it or not, the £205 will pay the teacher's wages for the next 4 months! Heather, Tanzania

collection for Christian Aid Week raised £2,990. Planned monthly giving continues to the Church Mission Society, for Heather Johnstone in her Rehema mission work in Tanzania and Compassion, paying school fees for Ivan in Uganda. Ivan writes with his thanks for his education. We held sales and collections raising £1454 for Traidcraft, Rehema etc, as listed in our accounts, with other funds being sent directly to charities eg. £350 to Voices in Exile which supports, advises and assists asylum seekers and refugees in Sussex.

We collect groceries and toiletries for Crawley Open House helping them feed the local homeless and at Christmas the church members made up 52 present boxes to be given to underprivileged children in our area through Diocesan Family Social Work.

Sponsoring and promoting the Copthorne Magazine,

The bi-monthly Copthorne Magazine is written by the village for the village, printed by the church and supported by local advertising. It contains news, events and reports on church and village activities with the 2000 + copies being delivered free to every home in Copthorne by a team of village and church volunteers. St. John's hosts a supper each year for the volunteers as a 'thank you'.

Putting the church at the heart of the community

Building the Parish Hub in the curtilage of the churchyard has increased the footfall through the churchyard with many villagers enjoying the attractive space. Worth Parish Council leases the first floor of the Hub for offices under the terms of a grant and lease agreement with the rent of the upper meeting room covering our loan repayment of £5000 per annum.

A Management Team lead by Mike Livesey has been set up to ensure the smooth running of bookings, financial security and high standard of upkeep. We also employ a Marketing Manager, Bookings Manager, caretaker and two cleaners. The Parish Hub is so well booked with community activities and many private hires that St. John's has plans to build The Link onto the side of the church building to realise its vision of providing hospitality for small groups and the many who visit the churchyard and tend graves every week. Many of the congregation have pledged finance for another three years towards The Link on the understanding that if the building does not proceed the money will be refunded. For this reason gift aid is not being claimed yet. Monies from the building fund have been used to progress the design with an architect and obtain all permissions and building costs. This has been funded by those who have indicated that they will not be requesting a refund if the project fails to go ahead. All permissions have now been given and we are pursuing grant applications to close the deficit in funding before we can place the contract.

The churchyard is well cared for, which is much appreciated by villagers, monies from the Payne Grave Deposit Fund, restricted Graveyard Fund and £500 annual grant from Worth Parish Council help to pay for the grass cutting. Most of the routine maintenance of the church and churchyard is done by volunteers from the church and community at monthly work parties; team building and refreshments are an important part of these occasions. A team of volunteer cleaners and flower arrangers keep the church tidy and attractive week by week. We are very grateful for everyone's hard work as this greatly reduces the financial burden of running the church.

*"Well done for keeping the churchyard looking so nice".
Passer by, during a Saturday morning work party*

Financial Review

- The total receipts on general unrestricted funds received were £137,581 and are detailed in the Financial Report.
- The planned giving through envelopes and banker's orders has decreased for the general fund. Gift aid is recovered regularly. We employ Nigel Cramp to manage the Stewardship for the church General Fund, monitor the pledged giving for the Building account and the Parish Hub and make timely applications for Gift Aid.
- The PCC paid £55,740 to the Diocese towards ministry costs for the stipend, housing and pension costs of the clergy and church insurance as well as a standard sum for diocesan central costs, clergy training and a contribution to national church fund. We are aware that the full cost of our Parish Share is £71,954 and are increasing the amount by 4.5% next year (£58,248).
- As St. John's now has 11 employees we have appointed Peninsula to advise on HR, employment law, payroll and pension requirements to ensure we are compliant in these areas and have insurance to cover for any claims arising from a breach in legislation. This is at a cost of £120 per month for a 5 year agreement.

Reserves Policy

It is the PCC's policy:

- To maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £18680 at the end of 2016 did not achieve this and the PCC will need to continue to review this situation to ensure an adequate balance can be maintained.
- To invest temporarily surplus funds with the CBF Church of England deposit fund and Monmouthshire deposit account, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. At the end of 2016 £58539 was invested in this way.
- To invest legacies restricted as to their objects with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC.

This Trustee's Annual Report was approved by the PCC and signed on their behalf by

The Rev'd Dr Simon Hill, PCC Chairman

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Date.....

Statement of Financial Activities

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	56,153	31,399	-	87,552	255,025	
Charitable activities	-	-	-	-	-	
Other trading activities	40,184	-	-	40,184	27,519	
Investments	56	1,892	-	1,948	3,150	
Other receipts	41,188	784	-	41,972	22,712	
Total income	137,581	34,075	-	171,656	308,406	2
Expenditure on:						
Raising funds	9,692	-	-	9,692	8,825	
Charitable activities	73,309	2,953	-	76,262	76,515	
Other trading activities	52,701	13,126	-	65,827	77,836	
Total expenditure	135,702	16,079	-	151,781	163,176	3
Net gains (or losses) on investments			6,495	6,495	785	
Net income or (net expenditure)	1,879	17,996	6,495	26,370	146,015	
Transfers between funds	(12,461)	12,461	-	-	-	7
	(10,582)	30,457	6,495	26,370	146,015	
Other recognised gains/(losses):						
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	
Net movement in funds	(10,582)	30,457	6,495	26,370	146,015	
Reconciliation of funds:						
Total funds brought forward	444,449	182,855	58,809	686,113	523,172	
Total funds carried forward	433,867	213,312	65,304	712,483	669,187	

Balance Sheet *(also known as Statement of Financial Position)*

	Total Funds 2016	<i>Total Funds 2015</i>	<i>Notes</i>
	£	£	
Intangible assets	-	-	
Tangible assets	588,777	588,777	
Heritage assets	-	-	
Endowed investments	65,304	58,809	
Total fixed assets	654,081	647,586	8
Stocks	-	-	
Debtors	7,260	20,300	
Investments	-	-	
Cash at bank and in hand	123,708	98,333	14
Total current assets	130,968	118,633	
Creditors: Amounts falling due within one year	(52,566)	(50,106)	11
Net current assets or (liabilities)	78,402	68,527	
Total assets less current liabilities	732,483	716,113	
Creditors: Amounts falling due after more than one year	(20,000)	(30,000)	12
Provisions for liabilities	-	-	
Total net assets or (liabilities)	712,483	686,113	
The funds of the charity:			
Endowment funds	65,304	58,809	
Restricted income funds	213,312	182,855	
<i>Unrestricted funds</i>	433,867	444,449	
<i>Revaluation reserve</i>	-	-	
Total unrestricted funds	433,867	444,449	
Total charity funds	712,483	686,113	

This Annual Financial Report, for the year ended 31st December 2016, including the notes following, was

Approved by the PCC and signed on its behalf by

The Revd Dr S Hill, PCC Chairman

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Date

Statement of Cash Flows

	Total Funds 2016	Total Funds 2015	Notes
	£	£	
Cash flows from operating activities:			
<i>Net cash provided by (used in) operating activities</i>	28,427	105,223	
Cash flows from investing activities:			
Dividends, interest and rents from investments	1,948	3,150	
Proceeds from the sale of property, plant and equipment	-	-	
Purchase of property, plant and equipment	-	(351,677)	
Proceeds from sale of investments	-	-	
Purchase of investments	-	-	
<i>Net cash provided by (used in) investing activities</i>	1,948	(348,527)	
Cash flows from financing activities:			
Repayments of borrowing	(5,000)	(10,000)	
Cash inflows from new borrowing	-	40,000	
Receipt of endowment	-	-	
<i>Net cash provided by (used in) financing activities</i>	(5,000)	30,000	
Change in cash and cash equivalents in the reporting period	25,375	(213,304)	
Cash and cash equivalents at the beginning of the reporting period	98,333	294,711	
Cash and cash equivalents at the end of the reporting period	£123,708	£81,407	14

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Total Funds 2016	Total Funds 2015	Notes
	£	£	
<i>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i>	26,370	146,015	
Adjustments for:	-	-	
Depreciation charges			
(Gains)/losses on investments	(6,495)	(785)	
Dividends, interest and rents from investments	(1,948)	(3,150)	
Loss/(profit) on the sale of fixed assets	-	-	
(Increase)/decrease in stocks			
(Increase)/decrease in debtors	13,040	(15,098)	
Increase/(decrease) in creditors	(2,540)	(21,759)	
<i>Net cash provided by (used in) operating activities</i>	£28,427	£105,223	

Notes to the financial report

1 Accounting policies

a Accounting convention

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current (2015) Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments 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 which are informal gatherings of church members.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

c Income and endowments

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

Gift aid recovered is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC.

Charitable activities

Sales of magazines and study notes are recognised when received.

Rents from property are recognised in accordance with the rental agreements, when receipt is probable.

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in question, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

Notes to the financial report (continued)

All other income

All other income is recognised in accordance with the above overall policy.

Gains and losses on investments

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation at 31 December.

d Expenditure

Expenditure is accounted for on an accruals basis and accounted for gross.

Grants

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

Church Activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011. Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to (date) there is insufficient cost information available and therefore the cost of such assets is not stated in the financial statements.

All expenditure on consecrated or beneficed buildings and individual items costing under £2,000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25%
Computer equipment	30%
Ride on Mower	33%

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

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

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

Notes to the financial report (continued)

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
2 Analysis of income and endowments:					
Planned giving	23,146	22,490	-	45,636	54,197
Loose cash collections	19,097	35	-	19,132	13,681
Special appeals	2,069	1,851	-	3,920	8,991
Gift Aid recovered	9,341	6,523	-	15,864	19,229
Legacies	-	-	-	-	-
Grants	2,500	500	-	3,000	158,927
Donations and legacies	£56,153	£31,399	-	£87,552	£255,025
Church hall/Parish Hub hiring fees	26,104	-	-	26,104	12,697
Magazine advertisement fees	14,080	-	-	14,080	14,822
Other trading activities	£40,184	-	-	£40,184	£27,519
Bank & CBF deposit interest	56	855	-	911	1,337
CBF investment fund dividend	-	1,037	-	1,037	1,813
Investments	£56	£1,892	-	£1,948	£3,150
Fees for weddings & funerals	21,720	-	-	21,720	22,712
Fundraising	19,468	784	-	20,252	16,926
Total received on all funds	£137,581	£34,075	-	£171,656	£325,332

Notes to the financial report (continued)

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
3 Analysis of expenditure on:					
Stewardship costs (e.g. printing envelopes)	134	-	-	134	49
Other fundraising (non-trading) costs	9,558	-	-	9,558	8,776
Raising funds	£9,692	-	-	£9,692	£8,825
Missionary and charitable giving	1,455	-	-	1,455	946
Ministry:	-				
<i>diocesan parish contribution</i>	55,740	-	-	55,740	54,060
<i>other clergy costs</i>	50	-	-	50	-
Staff	5,449	-	-	5,449	4,905
Parsonage expenses	2,677	-	-	2,677	3,178
Upkeep of services	2,995	-	-	2,995	2,592
Church running	1,823	-	-	1,823	2,203
Young people	522	-	-	522	405
Church maintenance and repair	1,034	1,588	-	2,622	2,369
Upkeep of churchyard	664	1,365	-	2,029	4,065
Financing	-	-	-	-	892
Governance	900	-	-	900	900
Charitable activities	£73,309	£2,953	-	£76,262	£76,515
Church hall/Parish hub running costs	24,373	-	-	24,373	14,530
Parish magazine costs	14,569	-	-	14,569	13,552
Wedding and funeral fees and costs	9,096	-	-	9,096	11,560
New build/major works church	2,428	13,126	-	15,554	36,175
Support costs	2,235	-	-	2,235	2,019
Other trading activities	£52,701	£13,126	-	£65,827	£77,836
Total expended on all funds	£135,702	£16,079	-	£151,781	£163,176

Notes to the financial report (continued)

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
4 Missionary and charitable giving:					
Home:					
Seafarers	94			94	-
Rehema	799			799	-
Copthorne Silver band	-				100
Royal british legion	200			200	200
Toilet box	100			100	82
Traidcraft	-				40
Children's society	180			180	111
Overseas:					
Ebola Appeal	-				339
Farm Africa	81			81	75
	£1,454	-	-	£1,454	£947

We have also given CMS £480 and Compassion £300 which have been paid out of accrued monies set aside in previous years for charitable giving.

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
5 Staff costs					
a Remuneration				-	
Wages and salaries	26,491	1,028	-	27,519	16,813
	£26,491	£1,028	-	£27,519	£16,813

During the year the PCC employed an organist, cleaner, secretary, administration assistants, verger, gardener, marketing manager all part time.

b Payments to PCC members

The parish secretary, Mrs B Riches, who is member of the PCC, was paid £5,760 during the year. Administration assistant Mr N Cramp, who is a member of the PCC, was paid £2,761 during the year. The verger, Mrs L Dawson, who is a member of the PCC, was paid £880 during the year. No other PCC members, nor persons closely connected to them, received any form of remuneration.

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
6 Governance					
Independent Examination	900			900	900
	£900	-	-	£900	£900

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
7 Analysis of transfers between funds					
Transfer from legacy fund to building fund	- 7,461	7,461		-	
Transfer from general fund to building fund	- 5,000	5,000		-	
	£(12,461)	£12,461	-	-	-

Notes to the financial report (continued)

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016
	£	£	£	£
8 Fixed Assets				
a Investments				
Market value 1 January 2016	-	-	58,809	58,809
Disposals at carrying value	-	-	-	-
Purchases at cost	-	-	-	-
Net gains and revaluation	-	-	6,495	6,495
Market value 31 December 2016	-	-	£65,304	£65,304

	Freehold land and buildings	Mower	Office equipment	Total fixed assets
	£	£	£	£
b Tangible fixed assets				
Cost or valuation				
At 1 January 2016	588,777	2,385		591,162
Additions	-			-
Disposals				-
Revaluation				-
At 31 December 2016	588,777	2,385	-	591,162
Charge for impairment				
At 1 January 2016	-	(2,385)		(2,385)
Additions	-			-
Disposals	-			-
Revaluation	-	-	-	-
At 31 December 2016	-	(2,385)	-	(2,385)
Net book amounts				
At 31 December 2016	£588,777	-	-	£588,777
At 31 December 2015	£588,777	-	-	£588,777

Notes to the financial report (continued)

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
9 Analysis of net assets by fund					
Fixed assets for church use	410,313	178,464	-	588,777	588,777
Investment fixed assets	-	-	65,304	65,304	58,809
Current assets	31,440	109,528	-	140,968	118,633
Current liabilities	(7,886)	(44,680)	-	(52,566)	(50,106)
Long term liabilities	-	(30,000)	-	(30,000)	(30,000)
	£433,867	£213,312	£65,304	£712,483	£686,113
10 Debtors					
Income tax recoverable	2,439	1,126	-	3,565	12,368
Prepayments and accrued income	1,164	-	-	1,164	4,811
Other debtors	2,171	360	-	2,531	3,121
	£5,774	£1,486	-	£7,260	£20,300
11 Creditors: amounts falling due within one year					
Deferred income	450	39,680	-	40,130	25,056
Accruals for utilities and other costs	4,752	-	-	4,752	24,234
Archdeacon's loan	-	-	-	-	-
Other creditors	2,684	5,000	-	7,684	816
	£7,886	£44,680	-	£52,566	£50,106
12 Creditors: amounts falling due after more than one year					
Deferred income	-	-	-	-	-
Accruals for utilities and other costs	-	-	-	-	-
Archdeacon's loan	-	-	-	-	30,000
Other creditors	-	20,000	-	20,000	-
	-	£20,000	-	£20,000	£30,000

Notes to the financial report (continued)

	Balances b/fwd 1 Jan 2016	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2016
	£	£	£	£	£
13 Statement of funds					
Endowed Fund					
Faith Arnold	32,049			3,558	35,607
Payne Grave	300			-	300
Church yard	26,460	-	-	2,937	29,397
	58,809	-	-	6,495	65,304
Restricted Funds					
Fabric fund	551	1,037	(1,588)	-	-
Annex	41,905	31,673	(13,126)		60,452
Building	140,399	-	-	12,461	152,860
Church yard	-	1,365	(1,365)	-	-
	182,855	34,075	(16,079)	12,461	213,312
Unrestricted Funds					
General fund	21,801	137,581	(135,702)	(5,000)	18,680
Designated build fund	410,313	-	-	-	410,313
Legacies	12,335		-	(7,461)	4,874
	444,449	137,581	(135,702)	(12,461)	433,867
Total funds	£686,113	£171,656	£(151,781)	£6,495	£712,483

The endowed fund comprises the Payne Grave fund, Churchyard and Faith Arnold Funds.

The restricted funds comprise the Fabric fund, Church yard, Building and Annex funds. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The unrestricted fund includes a designated sum £410,313 from the sale of the church hall which is now within the assets of the PCC as a part of the new Parish Hub.

14 Analysis of cash and cash equivalents

	Total Funds 2016	<i>Total Funds 2015</i>
	£	£
Cash in hand	65,349	39,974
Notice deposits (less than 3 months)	58,359	58,359
Overdraft facility repayable on demand	-	-
Total cash and cash equivalents	£123,708	£98,333

15 Related parties and transactions

St John's Sunshine Pre School is a separate charity, a related party to this PCC. The following members of this PCC are trustees of that charity:

Rev'd Dr S Hill

Mrs B Riches

During the year £5,055 (2015 - 4,336) was paid by St John's Sunshine Pre School to the PCC for rental of the parish hub.

During the year Mr & Mrs E Livesey provided the PCC, of which Mr E Livesey is a trustee, with a 2% interest bearing loan of £25,000. At 31 December 2016 the PCC owed Mr & Mrs E Livesey £25,000.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN'S CHURCH, COPTHORNE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016**

Independent Examiner's Report to the Members of the Parochial Church Council of St John's Church, Copthorne.

I report on the accounts for the year ended 31st December 2016 which are set out on pages 9 to 19.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 an audit and is eligible for independent examination, it is my responsibility to

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

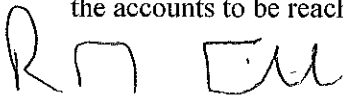
Basis of Independent Examiner's Statement

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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.



R M Frith FCA
Frith & Co
Moorgate House
7b Station Road West
Oxted
Surrey

8 March 2017