

## 7. Annual report of the PCC for the Year Ended 31 December 2016

St Philip's Church is situated on Halifax Road, Birchencliffe, Huddersfield. St Philip's is part of the United Benefice of St Cuthbert, Birkby and St Philip the Apostle, Birchencliffe in the Deanery of Huddersfield and the Diocese of Wakefield within the Church of England.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission. (In 2013 St Philips PCC became a registered Charity – number 1150600)

PCC members who have served since the last APCM are:-

Curate	Rev'd Sarah Farrimond	
Churchwardens	Miss Karen Haigh	from 2010
	Mr Chris Jones	from 2014
Treasurer	Mr Chris Jones	
Deanery Synod Representatives	Mrs Joan Tarpey	(elected in 2014 for 3 years)
	Mrs Alison Lobb	(elected in 2014 for 3 years)
Elected Members	Mr Alan Dyson	from 2016
	Mrs Denise Eaton	from 2016
	Mr Brian Macer	from 2016
	Mrs Jane Carter	from 2015
	Mrs Mary Durrans	from 2015
	Mr André Brooks	from 2015
	Mrs Gill Hirst	from 2014
	Mrs Audrey Shaw	from 2014
	Ms Val Lord	from 2014 (PCC Secretary)

Mr Ken Shaw (Hon. Community Centre Manager) was co-opted by the PCC to serve for one year.

### Structure, Governance and Management

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

The PCC of St Philip's has the responsibility of co-operating with the Church Wardens, Miss Karen Haigh and Mr Chris Jones, and with the Assistant Curate, Rev'd Sarah Farrimond 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 building and St Philip's Community Centre.

### Committees

The Standing Committee - This is the only committee required by law. It has the power to transact the business of the PCC between its meetings subject to any directions given by the PCC.

The PCC also operates through the following sub groups which meet in addition to PCC meetings:

- Finance Committee
- Fundraising Group



- Church Magazine Production Team
- Community Centre Management
- Worship Planning Group

## Church Attendance

Average numbers attending Sunday services (excluding afternoon Baptisms):

Adults: 37

Children: 5

Average Midweek attendance: 8

Baptisms: 7

Weddings: 1

Funerals: 6 (4 in Church and 2 at Crematorium)

Electoral Roll Information	Revised March 2016	March 2017
Number resident within the parish	63	63
Number resident outside the parish	37	40
Total	100	103

## Review of the Year to December 2016

The PCC has 11 met times during the year. Additionally, an extra 3 joint PCC meetings were held with St Cuthbert's PCC due to the Interregnum. The PCC operates through a series of sub-committees (listed above) each of which report back to full PCC meetings. In addition to the finance and general business of the PCC, the following topics have been discussed:

1. Arrangements for the new lighting scheme in Church were discussed, along with applying for Faculty. The work was finally undertaken by Genco Electrical Projects Ltd in the summer to avoid disruption to mid-week services. Sunday services were not affected. The cost of the new scheme was met from the historic Gift Aid claim.
2. The new Diocesan guidelines relating to faculty rules and graveyard rules which have also changed relating to the type of stone used on headstones.
3. The PCC policy on the upkeep of the Churchyard 2016 was discussed – as St Philip's churchyard is an open churchyard, the responsibility for maintenance rests with the PCC.
4. The Safeguarding of Children & Vulnerable Adults Policy was reviewed and a new Safeguarding Policy from the Diocese has been adopted.
5. The Health & Safety Policy (Responsibilities & Arrangements) was discussed, including risk assessments and statutory assessment of equipment. A new Health & Safety Officer needs to be appointed as Jamie Potts has now stood down.
6. The new Fire Risk Assessment received from the Diocese who are arranging training for parishes.
7. Arrangements for the final service of Rev'd Mary followed by afternoon tea in the Community
8. The PCC meeting in June was a formal meeting with Rev'd Simon Moor to look at the Parish Profile and to elect two Parish Representatives for the recruitment process of the next incumbent.
9. Security in Church was discussed following guidance received from the church insurers on personal security procedures.



10. The completed version of the Parish Profile was distributed at the September meeting and it was unanimously agreed that the PCC supported the document as presented
11. The stewardship campaign which commenced at Harvest and which was targeted to reach a wider audience than just the core congregation
12. The new Parish Share scheme which has been developed over the last couple of years and which is aimed to be relatively easy to understand.

### **Financial review**

Total receipts on ordinary unrestricted funds were **£35,410** and are detailed in the financial statements. In addition receipts on restricted Community Centre funds were **£29,140**.

**£46,575** was spent to provide the Christian ministry from St Philip's Church, including 52% of our contribution to the Diocesan Parish Share (DPS), which largely provides the stipends and housing for the clergy. The sum that churches in the Diocese have to find is shared according to a formula that takes account of the size of congregations and income received by PCCs. **£30,705** was expended on running the Community Centre.

The net result for the year was a deficit of receipts over payments of **£11,165**.

A more detailed review of the PCC's finances is contained in the Treasurer's report.

### **Reserves Policy**

The balance of **£6,451** in the designated Fabric Fund, inclusive of the Unit shareholding valuation is held to help fund improvements/repairs to the Church's fabric which may be necessary from time to time in the future.

The balance of **£8,840.27** in the Community Centre Fund relates to the 'sinking fund' which is being held to fund future major repairs to the Community Centre. The PCC has agreed that 10% of annual Community Centre income will be placed into this fund in future years. £451 of this amount is specifically for use in maintaining the Community Defibrillator.

The balance of **£2,011** in the Barlow Bequest Fund is held to help fund both the maintenance of the Church graveyard/grounds and the equipment required for any such maintenance.



**Independent Examiner's Report to the members/trustees of  
St Philip's Church, Birchencliffe, Parochial Church Council.**

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

**Respective responsibilities of the Trustees and Independent Examiner**

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

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- 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.

**Independent Examiner's Statement**

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

1. which give me reasonable cause to believe that in any material respect
  - 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.



3/3/2017

Charles F Ingle, FCA  
1 The Park, Park Lane  
Sowood  
Halifax  
HX4 9LE

# Balance Sheet as at 31/12/2016

	<u>Note</u>	<u>2016</u> <u>£</u>	<u>2015</u> <u>£</u>
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	4(a)	410,414	433,950
Investment Assets	4(b)	2,347	2,125
		<b>412,761</b>	<b>436,074</b>
<b>CURRENT ASSETS</b>			
Debtors	6	3,210	4,015
Bank Deposits	8	15,056	28,689
Bank Current Accounts	9	7,732	6,495
Cash in hand	9	1,307	1,110
		<b>27,306</b>	<b>40,309</b>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
Creditors and Accruals	7	3,623	4,145
<b>NET CURRENT ASSETS</b>		<b>23,682</b>	<b>36,164</b>
<b>NET ASSETS</b>		<b>436,444</b>	<b>472,238</b>

## FUNDS

Unrestricted			
General Fund		8,833	7,122
Church Fabric Designated Fund		6,451	18,891
Barlow Bequest		2,011	2,002
Restricted			
Community Centre		419,149	444,224
		<b>436,444</b>	<b>472,238</b>

Approved by the Parochial Church Council on 07-03-17

and signed on its behalf by:-



(Chairman)

C. L. JONES  
LAY CHAIR.



# Statement of Financial Activities

## For the year ending 31st December 2016

	Note	Unrestricted Funds				Designated Fund	Barlow Bequest	Restricted Fund	Restricted Fund	TOTAL 2016	TOTAL 2015
		General Fund	Designated Fund	Church Fabric	Barlow Bequest	Designated Fund	Barlow Bequest	Community Centre	Community Centre		
<b>INCOMING RESOURCES</b>											
Incoming resources from donors	2(a)	22,127	-	-	-	-	-	-	-	22,127	22,412
Other voluntary incoming resources	2(b)	2,075	-	-	-	-	1,250	-	-	3,325	2,391
Incoming resources to further the Council's objects	2(c)	11,053	-	-	-	-	27,838	-	-	38,892	38,851
Income from investments	2(d)	1	144	-	-	9	-	-	52	206	387
Adjustment - Write Back unrepresented Cheques	2(e)	-	-	-	-	-	-	-	-	-	430
Transfers between Funds	2(f)	12,804	12,804	-	-	-	-	-	-	-	-
		<u>48,061</u>	<u>12,660</u>		<u>9</u>		<u>29,088</u>		<u>52</u>	<u>64,550</u>	<u>64,471</u>
<b>TOTAL INCOMING RESOURCES</b>											
<b>RESOURCES EXPENDED</b>											
Activities directly relating to the work of the Church	3(a)(d)(e)	27,258	-	-	-	-	26,446	4,259	-	57,963	53,135
Costs of generating funds	3(c)	600	-	-	-	-	-	-	-	600	756
Church Management & Administration	3(b)	2,661	-	-	-	-	-	-	-	2,661	2,719
Expenditure on New Lighting Within Church	3(e)	16,056	-	-	-	-	-	-	-	16,056	960
Transfers between Funds	3(f)	-	-	-	-	-	2,642	(2,642)	-	-	-
		<u>46,575</u>	<u>-</u>		<u>-</u>		<u>29,088</u>	<u>1,617</u>		<u>77,280</u>	<u>57,570</u>
<b>TOTAL RESOURCES EXPENDED</b>											
NET INCOMING/(OUTGOING) RESOURCES		1,486	(12,660)		9		0	(1,565)		(12,730)	6,901
GAINS LOSSES ON INVESTMENTS		3	220		-		-	-		223	29
NET MOVEMENT IN FUNDS		1,488	(12,440)		9		0	(1,565)		(12,507)	6,930
BALANCES b/f at 01/01/2016 (Exc. Fixed Assets)		7,345	18,891		2,002		-	10,300		38,538	31,608
<b>BALANCES c/f at 31/12/2016 (Exc. Fixed Assets)</b>		<b>8,833</b>	<b>6,451</b>		<b>2,011</b>		<b>-</b>	<b>8,735</b>		<b>26,031</b>	<b>38,538</b>



**Parochial Church Council of St Philip the Apostle Birchencliffe**  
**Notes to the Financial Statements**  
For the year ended 31st December 2016

**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. As the purchase of all other assets has, in the past, been accounted for on a receipts and payments basis, they have, in effect been written off in the year of purchase. The balance sheet fixed assets reflects the building of the new Community Centre

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).

Equipment used within the Community Centre is depreciated on a reducing balance basis of 20% per annum. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Investments are valued at market value at 31 December

## 2 INCOMING RESOURCES

		<u>General Funds</u>	<u>Designated Fund Church Fabric</u>	<u>Designated Funds Barlow Bequest</u>	<u>Restricted Funds Community Centre</u>	<u>Restricted Funds Community Centre - Sinking</u>	<u>Total Funds 2016</u>	<u>Total Funds 2015</u>
2(a)	<b>Incoming Resources from donors</b>							
	A	Planned Giving	16,964				16,964	16,565
	A	Income Tax Recoverable	3,491				3,491	4,085
	A	Loose Plate Collections	1,672				1,672	1,762
			<u>22,127</u>				<u>22,127</u>	22,412
2(b)	<b>Other Voluntary incoming resources</b>							
	K	Donations for flowers	13				13	112
	D	Donations for Toddler Group	-				-	86
	K	Donations for Community Centre	-		1,250		1,250	800
	K	Donations for Community Defibrillator	-				-	791
	K	Other general donations	2,062				2,062	602
			<u>2,075</u>		<u>1,250</u>		<u>3,325</u>	2,391
2(c)	<b>Incoming resources to further the Councils objects</b>							
	O	Fees (Banns/Weddings/Funerals)	1,894				1,894	1,948
	V/E	Fund raising events	6,480				6,480	6,056
	E	Hire of Premises	-		27,838		27,838	26,930
	G	Book Sales	-				-	-
	J	Magazine Sales	833				833	973
	B	Coffee in Church	530				530	559
	B	Copper collection	87				87	142
	L	Special Collections	675				675	937
	E	Photocopier	554				554	1,107
	M	Mission - Grants for LYCIG Conference fees	-				-	200
			<u>11,053</u>		<u>27,838</u>	<u>-</u>	<u>38,892</u>	38,851
2(d)	<b>Income from investments</b>							
		Bank Interest and dividends received	-				-	2
		CCLA Interest and Income	1	144	9	52	206	185
		Sale of Gilts	-				-	200
2(e)	<b>Adjustment - Write Back of unrepresented cheques</b>	0	-	-	-	-	-	430
2(f)	<b>Transfers between funds</b>	12,804	- 12,804	-	-	-	-	-
	<b>TOTAL INCOMING RESOURCES</b>	<u>48,061</u>	<u>- 12,660</u>	<u>9</u>	<u>29,088</u>	<u>52</u>	<u>64,550</u>	<u>64,471</u>



### 3 RESOURCES EXPENDED

		Unrestricted Funds			Restricted Funds		Total Funds	Total Funds
		General Funds	Church Fabric	Barlow Bequest	Community Centre	Community Centre - Sinking	2016	2015
3(a)	Activities directly relating to the work of the Church							
	Q Diocesan Parish Share	18,000					18,000	15,000
	P Clergy Expenses	964					964	1,164
	T Church Services	925					925	1,134
	N Church maintenance	927					927	1,154
	R Church utilities	1,624					1,624	2,125
	R Church Insurances	2,636					2,636	2,635
	D Toddler Group	-					-	344
	B Flowers in Church	43					43	102
	S/U Community Centre Maintenance/upkeep	-			26,446	4,259	30,705	27,367
		<u>25,118</u>			<u>26,446</u>	<u>4,259</u>	<u>55,823</u>	<u>51,025</u>
3(b)	Administration & Sundry Expenses							
	T Photocopier Hire	1,471					1,471	1,163
	T Photocopier Costs	839					839	1,086
	T Other	351					351	470
		<u>2,661</u>					<u>2,661</u>	<u>2,719</u>
3(c)	Fund Raising Expenses							
	G/V All	600					600	756
		<u>600</u>					<u>600</u>	<u>756</u>
3(d) & 10	Charitable Giving/Mission/Specials							
	L/M Grants to Mission	1,465					1,465	1,200
	L/M Collections through Church	675					675	910
		<u>2,140</u>					<u>2,140</u>	<u>2,110</u>
3(e)	Other							
	I Church Lighting Project	16,056					16,056	960
	I Land Purchase	-					-	-
	I Shed Repairs & replacement equipment	-					-	-
	I Church "Toilet" Project, incl Loo hire	-					-	-
3 (f)	Transfers between funds	-	-	-	2,773	2,773	-	-
	W	-	-	-	-	-	-	-
	<b>TOTAL RESOURCES EXPENDED</b>	<u>46,575</u>	<u>-</u>	<u>-</u>	<u>29,219</u>	<u>1,486</u>	<u>77,280</u>	<u>57,570</u>

### 4 FIXED ASSETS FOR USE BY THE PCC

4a	Tangible Fixed Assets	Buildings	Stage Sound & Electrical Equipment	Other Hall Equipment	TOTAL 2016	TOTAL 2015
		£	£	£		
	Actual Cost at 01/01/2016	421,694	9,234	3,021	433,950	459,208
	Additions during 2016	-	-	-	-	-
	Depreciation at 31/12/16	(21,085)	(1,847)	(604)	(23,536)	(25,258)
	Charge for the year	-	-	-	-	-
	<b>Net Book Value at 31/12/2016</b>	<u>400,609</u>	<u>7,388</u>	<u>2,417</u>	<u>410,414</u>	<u>433,950</u>

(Depreciation rates used:- 5% Buildings; 20% Other)

4b	Investment Fixed Assets	Fabric Fund	General Fund	Total
	Movements in the year:	£	£	£
	Market Value at 01/01/2016	2,097	27	2,125
	Net Gain/Loss on Revaluation	220	3	223
	<b>Market Value at 31/12/2016</b>	<u>2,317</u>	<u>30</u>	<u>2,347</u>

Investment Holdings at 31/12/2016 are:

General Reserve Fund: 2.01 Units in the CBF Church of England Investment Fund  
Church Fabric Fund: 154.96 Units in the CBF Church of England Investment Fund  
Unit price at 31/12/2016= £14.9543



## 5 ANALYSIS OF NET ASSETS BY FUND

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>TOTAL</u> <u>2016</u>	<u>TOTAL</u> <u>2015</u>
	<u>General</u> <u>Fund</u>	<u>Church</u> <u>Fabric Fund</u>	<u>Barlow</u> <u>Bequest</u>	<u>Community</u> <u>Centre</u>		
Fixed Assets for Church use	-	-	-	410,414	410,414	433,950
Investment Assets	30	2,317	-	-	2,347	2,125
Current Assets	10,936	4,133	2,011	10,225	27,306	40,309
Current Liabilities	(2,134)	-	-	(1,490)	(3,623)	(4,145)
<b>Fund balance</b>	<b>8,833</b>	<b>6,451</b>	<b>2,011</b>	<b>419,149</b>	<b>436,444</b>	<b>472,239</b>

## 6 DEBTORS

HMRC Gift Aid	2,832
Prepayment - Hall Business Rates	179
Prepayment - Church Insurance	167
Prepayment - Hall Insurance	32
	<u>3,210</u>

## 7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accrual - Church Utilities	1,986
Accrual - Church Maintenance	148
Accrual - Hall Utilities	1,490
	<u>3,623</u>

## 8 CCLA FUND DETAILS

<u>Restricted Funds</u>	<u>Barlow</u> <u>Bequest</u>	<u>Community</u> <u>Centre</u>
b/f at 1st January 2016	2,001.74	9,823.72
Income/Interest	9.41	51.97
Expenditure	-	-
Transfer from bank current account	-	3,223.39
Transfer to bank current account	-	4,258.81
<b>c/f on 31st December 2016</b>	<b>2,011.15</b>	<b>8,840.27</b>
<u>Unrestricted Funds</u>	<u>General</u> <u>Reserve</u>	<u>Church</u> <u>Fabric</u>
b/f at 1st January 2016	70.30	16,793.57
Income/Interest	1.21	143.56
Expenditure	-	-
Transfer from bank current account	-	3,252.17
Transfer to bank current account	-	16,056.00
<b>c/f on 31st December 2016</b>	<b>71.51</b>	<b>4,133.30</b>
	<b>TOTAL</b>	<u><b>15,056.23</b></u>



## 9 Bank & Cash Balances

Yorks Bank Current a/c	7,732	
Cash in hand	1,307	(of which £1,173.56 relates to the community centre)
	<u>9,039</u>	

## 10 ANALYSIS OF MISSIONARY/CHARITABLE GIVING

The Children's Society	464
Christian Aid	444
Huddersfield Mission	419
Project Ecuador	275
The Forget-Me-Not Trust*	169
Mother's Union	130
Mission Aviation Fellowship	130
Church Army	130
Cruse - Kirklees	81
	<u>2,240</u>

In addition various charitable causes received the benefit of subsidised hall hire

\* Includes £100 in lieu of Independent Examination Fee

## 11 CONTINGENT LIABILITY

Parish Share payments to the Diocese of West Yorkshire and the Dales have not been made in full in recent years, the amount of current arrears is made up of:

2016	16,785
2015	19,187
2014	16,962
2013	10,400
2012	14,106
2011	18,599
	<u>96,039</u>