



The Church of England
in Essex and East London

Diocese of Chelmsford

The Chelmsford Diocesan Board of Finance

Annual report and financial statements

For the year ended 31 December 2016

The Chelmsford Diocesan Board of Finance

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INTRODUCTION

The Trustees, who are also Directors for the purposes of company law, present their annual report, together with the audited financial statements, for the year ended 31 December 2016.

The Directors/Trustees are one and the same and in signing as Trustees they are also signing the strategic report sections in their capacity as Directors.

This combined report satisfies the legal requirements for:

- ◇ a Directors' Report of a charitable company,
- ◇ a Strategic Report under the Companies Act 2006 and
- ◇ a Trustees' Annual Report under the Charities Act 2011

Legal Objects

The objects of the Diocese of Chelmsford cover the county of Essex, the unitary authorities of Southend and Thurrock, the five East London boroughs of Newham, Waltham Forest, Barking & Dagenham, Redbridge, and Havering, and a few parishes outside the current boundary of the county of Essex.

The Chelmsford Diocesan Board of Finance's ("CDBF") principal object is to promote, assist and advance the work of the Church of England in the Diocese of Chelmsford by acting as the financial executive of the Chelmsford Diocesan Synod.

The CDBF has the following statutory responsibilities:

- i) the management of glebe property and investments to generate income to support the cost of stipends arising from the Endowment and Glebe Measure 1976;
- ii) the repair of benefice houses as the Diocesan Parsonage Board under the Repair of Benefice Buildings Measure 1972;
- iii) the management of investments and the custodianship of assets relating to church schools under the Diocesan Board of Education Measure 1991;
- iv) the custodianship of permanent endowment and real property assets relating to trusts held by Incumbents and Archdeacons and by Parochial Church Councils as Diocesan Authority under the Incumbents and Churchwardens (Trusts) Measure 1964 and the Parochial Church Councils (Powers) Measure 1956.

The strategic priorities of the company are established by the Diocesan Synod on the advice of the Bishop's Council in communication with Deanery Synods, Parochial Church Councils (PCCs), and the Bishop of Chelmsford (in respect of his responsibility for the provision of the cure of souls). To this end, significant time and effort is committed to communication between and with these bodies, as well as with the Church nationally; including discussions on strategic priorities and budgets. The *Time to Talk* events in 2012 and 2015 have shaped the diocesan strategic priorities which are set out under the heading of *Transforming Presence*.

Strategic Report

*Our aspiration is to be a
Transforming Presence in every community*

Chelmsford Diocesan Synod
November 2015

I. Strategic Aims

The main role of the CDBF is to identify and manage the financial aspects of the provision of ministry throughout the Diocese so as to provide appropriate personnel and financial resources to assist the Diocesan Synod, Bishop's Council, deaneries and parishes to further the mission and strategic priorities in the Diocese.

In November 2012 the Diocesan Synod agreed *Transforming Presence: strategic priorities to 2025*. In November 2015 the Diocesan Synod reaffirmed the diocesan mission statement, "to be a *Transforming Presence* in every community" and the four strategic priorities:

- ◇ inhabiting the world distinctively
- ◇ evangelising effectively
- ◇ serving with accountability
- ◇ re-imagining ministry

2. Objectives for the year

In response to the strategic priorities the specific objectives for the year have included the following:

- ◇ Resourcing a Christian presence in every community through the funding and support of stipendiary clergy and other ministers
- ◇ Taking forward *Transforming Presence* with the launch of the updated *Transforming Presence* document and allied resources to follow up the Synod resolution in November 2015
- ◇ Engagement with the national Church on proposed changes in the national diocesan funding formula, and related changes to the Share scheme
- ◇ Developing church schools in response to the latest Government policy developments
- ◇ Continued implementation of the Turnaround Project following a successful bid for strategic development funding from the national Church in 2014

The main objective for the CDBF is to resource diocesan needs as determined by Synod and informed by local and national Church institutions, and to discharge its statutory functions.

Through carrying out these objectives and in promoting the whole mission of the Church (pastoral, evangelistic, social and ecumenical) the trustees are confident (having had regard to Charity Commission guidance) that CDBF delivers public benefit through community engagement, resourcing education and supporting those in need both spiritually and physically.

3. Activities and achievements in the year

The activities of the CDBF in 2016 come in the context of *Transforming Presence*. Following on from the early achievements, including increasing senior leadership capacity and training nearly 5,000 volunteers in evangelism, the diocesan centenary in 2014 saw over 300 mission events in parishes and the launch of the Chelmsford Holding Cross. In 2015 there was a particular focus on schools and young people.

The diocese in figures – 2016

- ◇ 38,400 people attended services in our churches, roughly 1% up on 2015
- ◇ 10,700 children attended church or school services in church
- ◇ 50,000 people attended Easter worship and over 100,000 attended Christmas worship
- ◇ 4,885 children were baptised or had a service of thanksgiving
- ◇ 1,843 couples married in churches
- ◇ 5,750 families were supported through grief including funeral or cremation services

Achievements in 2016 included the following:

Christian Presence

- ◇ Raising £15 million through voluntary contributions to the share scheme from parishes to fund mission and ministry in the diocese
- ◇ Paying the stipends costs of c340 incumbents, curates and other clergy through the year
- ◇ Managing, maintaining and improving approximately 420 houses, principally for clergy
- ◇ Securing mortgage finance to enable the purchase of additional curates housing to support the increase in vocations and curate numbers
- ◇ Deploying the Mission Development Funding grant from the Archbishops' Council to support local mission initiatives through the Mission Opportunity Fund
- ◇ Deployment of City Churches Funding and investment income to support mission work in the East London area through the London Over the Border Council
- ◇ Research for and development of a strategic funding application for new worshipping communities and new church schools in strategic mission priority areas
- ◇ Creation of an audio-sermons resource for Advent designed principally to assist local worshipping communities where ministry resource is more limited

Taking forward *Transforming Presence*

- ◇ New *Transforming Presence* materials were published in a number of formats including a full document, a short summary for use in parishes, film strips, visual aids and web-based resources
- ◇ The Bishops led a programme of Lent lectures around the diocese on the four strategic priorities
- ◇ Continued use of the Chelmsford Holding Cross with nearly 15,000 now distributed
- ◇ Further work with Parochial Church Councils on their self-evaluation against nine criteria in our Serving with Accountability framework
- ◇ Further work towards Mission and Ministry Units, including the formal commissioning of the first Mission and Ministry Unit, approval of a further seven proposals, and accompaniment and facilitation work to support prospective Mission and Ministry Units in their formation
- ◇ Ordination of 30 new deacons and the licencing, commissioning or authorisation of 38 new lay ministers as part of our on-going work to nurture vocations to lay and ordained ministry
- ◇ Completion of a strategic review of the Retreat House, Pleshey, to enable this facility to support prayer and spirituality in the diocese
- ◇ Launch of the Bradwell Festival to complement and enhance the annual Bradwell Pilgrimage
- ◇ Demonstrating faith in action through engagement on refugee matters at local and national level, including a fundraising appeal in 2015-16 and the subsequent use of some of these funds on refugee work.

3. Activities and achievements in the year (continued)

National funding and alignment

- ◇ Engagement with the National Church on the Reform and Renewal Programme
- ◇ Chelmsford was the third diocese in the country to participate in the new Peer Review process, which affirmed our strategic direction and priorities, celebrated the progress on vocations and recognised the challenges created by the changing national funding regime
- ◇ Diocesan Synod approved a new Share scheme in March 2016 which seeks to align to the new national funding arrangements and our own re-imagining ministry proposals, and transitional Share arrangements were put in place for 2017

Developing church schools

- ◇ Developing the Diocese of Chelmsford Vine Multi-Academy Trust as a vehicle for church school improvement, including supporting the merger of the Sower Trust into the Vine, facilitating the appointment of a CEO, and agreeing a grant to support the development and expansion of the Trust over the next few years
- ◇ Supporting a number of schools in their conversion to academy status and providing school improvement support to raise standards and effectiveness within a Christian framework
- ◇ Supporting school led Multi-Academy Trusts and close working between schools and academies
- ◇ Delivering innovative training particularly in Religious Education (using the *Understanding Christianity* resources), Governance, and Christian Leadership (in partnership with Anglia Ruskin University)
- ◇ Introduction of chaplaincy to the new East London University Technical College

Turnaround Project

- ◇ Expansion of Interim Ministry to support turnaround work in parishes, including the first use in the country of the new provisions for interim appointments under Common Tenure, and work to bring together interim ministers to share learning and best practice
- ◇ Expansion of the deanery accounts project to provide more parishes with access to book-keeping services and the Parish Giving Scheme to assist parishes in stewardship
- ◇ Consultancy and accompaniment support to parishes requiring specific support and temporary administrative assistance to incumbents taking on wider responsibilities through pastoral reorganisation

Other Activities

- ◇ Ensuring the delivery of statutory functions and processes including, but not limited to, pastoral reorganisation, the Diocesan Advisory Committee, the Diocesan Board of Education (DBE), and the administration of parochial fees
- ◇ Communications including training for parishes on social media matters
- ◇ Further development of safeguarding services including delivery of a programme of Archdeaconry based face-to-face training sessions for clergy and other holders of the Bishop's licence in line with the national learning and development framework, together with continued deployment of e-learning and online Disclosure and Barring Service (DBS) checks
- ◇ 1,600 church leaders and workers participated in diocesan training and a further 1,100 accessed on-line safeguarding training

4. Subsidiaries, related parties and volunteers

Subsidiary Undertakings

The CDBF has two trading subsidiaries, Sparrows Trading Company Limited (Sparrows) and Chelmsford Diocesan Trading Company Limited (dormant) (see note 5 to the financial statements). Sparrows provides high-quality childcare with Christian distinctiveness within the Diocese of Chelmsford.

Other related parties include:

- ◇ The Archbishops' Council to which the CDBF pays a donation based on an apportionment system for funding national training of ordinands and the activities of the various national boards and councils, as well as General Synod
- ◇ The Church Commissioners from which the CDBF receives grants and which acts on behalf of clergy with HM Revenue and Customs. The CDBF pays for clergy stipends through the Church Commissioners
- ◇ The Church of England Pensions Board, to which the CDBF pays retirement benefit contributions for stipendiary clergy and employees. It also offers schemes to provide housing for clergy in retirement
- ◇ The Sower and Vine Schools Trusts (which merged during the year), and the Chelmsford Diocesan Educational Trust, which while separate and independent of the CDBF, have certain responsibilities in relation to church schools in the diocese and work with the DBE
- ◇ The Guy Harlings Trust, which provides office facilities free of charge under licence to the CDBF and the Cathedral Dean and Chapter and makes grants towards the upkeep of the premises
- ◇ The PCCs within the diocese
- ◇ St Mellitus College Trust, a Theological Education Institution which has some financial support from the CDBF

Transactions with the main categories of related parties are identified in appropriate places throughout the financial statements. Where materiality of the transactions merits more detailed disclosure this is given in note 25 to the financial statements.

Volunteers

CDBF is dependent on the huge number of people involved in church activities both locally and at diocesan level. The number of active volunteers (or volunteer hours) given to the mission and ministry of the Church is an indicator of the health of a Church. The service provided to a community through church volunteering also has a significant impact on people's relationship to the Church particularly at times of crisis. Within this context, the CDBF greatly values the considerable time given by committee members and other volunteers across the diocese in pursuit of the mission of the CDBF.

5. Future plans

The strategic priorities established by the Diocesan Synod in November 2011 and reaffirmed in November 2015 (detailed above) continue to direct the activities of the CDBF.

The major budget element continues to be directed towards supporting a priest for every parish and a ministry in every place. This includes funding current and future ordained ministry and training lay ministers. Expenditure on future ministry sees a significant increase in the 2017 budget.

Transforming Presence continues to be taken forward in 2017. Particular priorities include a focus on Christian discipleship through the School for Disciples roadshow events, and commissioning at least seven Mission and Ministry Units. The CDBF continues to manage changes relating to the Archbishops' Council's Renewal and Reform programme. Changes to the national diocesan funding formulae and approach to resourcing ministerial education take effect from 2017. The CDBF will be aligning various diocesan processes to these changes, notably continuing to implement the new Share scheme agreed by Diocesan Synod in March 2016.

5. Future plans (continued)

In addition the CDBF will take forward a project to plant new worshipping communities in four areas of significant housing growth in the diocese. An application to the Church Commissioners for Strategic Development Funding in support of this project was made during 2016 and an award of £1.9m was conditionally granted in January 2017.

The CDBF continues to work with church schools and academies to provide distinctive, inclusive and effective education within a Christian ethos.

6. Financial review

Financial Performance

The CDBF recorded a surplus for the year on its general fund before gains on revaluations of fixed assets. This outturn compares favourably to the budget which envisaged a contribution from reserves of £250,000, and arose principally because of a higher than expected vacancy rate which delivered savings on stipend costs.

Parish Share, the money given by parishes to the CDBF to fund the mission and ministry of the diocese, is the main incoming resource for the CDBF providing two thirds of its income.

At £804,000 the net parish share shortfall was better than the budget provision of £900,000 (which comprised a funded provision of £650,000 and contribution from reserves of £250,000). The shortfall improved by more than £90,000 compared to 2015, making 2016 the third successive year of shortfall reduction. The percentage of share collected also improved to 94.79% (2015: 94.2%). Despite the improving trend, the Trustees consider the share shortfall remains unacceptably high.

Nonetheless, the CDBF has met all of its financial obligations to continue resourcing the diocese as required, including the provision, development and support of ministry, the provision and maintenance of houses for the clergy, National Church responsibilities and enriching and facilitating many other aspects of church life throughout Chelmsford Diocese.

On a group basis, income before other recognised gains and losses totalled £23.9m (2015: £23.9m) and expenditure amounted to £22.3m (2015: £22.0m).

The Consolidated Statement of Financial Activities (SOFA) for the year shows net income of £1.6m (2015: £1.8m) before net gains and losses on the revaluation and sale of investments and fixed assets. The net gains totalled £25.4m (2015: £24.1m) and after these adjustments the net increase in all funds amounted to £27.0m (2015: £25.9m). Gains (or losses) are dependent on market volatility and the majority of the gains (£22.4m – 2015: £22.1m) are ascribed to Endowment Funds and are therefore not available to spend.

The overall financial result for 2016 has been satisfactory. Net cash inflow of £0.1m (2015: outflow of £1.2m) was less than might have been expected because of net expenditure on fixed assets and investments of £3.1m (2015: £1.8m), and by project work undertaken at the Retreat House and expenditure from the Strategic Change fund, which in both cases arises from expenditure of funds raised in previous years for these purposes. CDBF continued to benefit from tight financial control which we will continue in 2017.

6. Financial review (continued)

Significant Property Transactions

The Asset Investment and Management Policy adopted by the Trustees governs the management of operational and investment property. The vast majority of the residential property portfolio is held for operational purposes. It is managed to achieve required quality standards at a consistent and efficient average annual cost of ownership. Significant operational property transactions in the year comprised:

- ◇ Purchase on mortgage finance of nine residential properties to be used for housing stipendiary curates in training
- ◇ Purchase of two properties for housing stipendiary ecclesiastical office holders
- ◇ Sale of three properties surplus to operational requirements
- ◇ Completion of the Brightlingsea development scheme involving provision of a new build vicarage and release of the former vicarage and associated land as part of a development scheme with the PCC

Glebe land and property is held for investment purposes. The overall strategy is to retain a land holding, to seek to leverage value through long term development, and to dispose of less lucrative holdings and direct exposure to commercial property. During the year the CDBF completed the sale of a taxi office and granted a lease renewal on a retail property. The usual cycle of rent reviews and lease renewals on glebe land continued as advised by the CDBF's land agents.

The Diocesan Stipends Capital Fund is available for providing and improving benefice and glebe property and when invested provides income for clergy stipends. The CDBF drew down £45,000 (2015: £56,000) of capital to support the improvement of operational properties in 2016.

Residential properties are valued on the basis of a certified annual valuation.

Balance Sheet Position

The Trustees consider that the balance sheet together with details in note 15 show broadly that the restricted and endowment funds are held in an appropriate mix of investment and current assets given the purposes for which the funds are held. While the net assets at the balance sheet date totalled £275.8m (2015: £248.8m) it must be remembered that included in this total are properties, mostly in use as clergy housing, whose value amounted to £241.5m (2015: £215.4m). Much of the remainder of the assets shown in the balance sheet are held in restricted funds, and cannot necessarily be used for the general purposes of the CDBF.

Reserves Policy

Having considered financial risk, liquidity requirement and the timing of cashflows throughout the year, the Trustees consider that an appropriate level of free general reserves is not less than 10 days of gross general fund expenditure, currently £0.6m. The Finance Executive is charged with reviewing this policy if the sum of free reserves in designated funds falls below 15 days gross general fund expenditure. This policy was last reviewed and agreed by the Trustees in July 2015.

Free general reserves at the year-end amounted to £0.9m (2015: £1.2m) being the value of the General Fund excluding fixed assets and the pension scheme deficit. Noting that their 2017 Budget does not contain an explicit provision for parish share shortfall, the Trustees anticipate that free general reserves may fall in 2017 if the parish share performance does not significantly improve. The Trustees are satisfied with this position, noting the balances of the general and designated funds.

6. Financial review (continued)

Reserves Policy (continued)

Designated funds

The Trustees may designate additional unrestricted reserves to be retained for an agreed purpose where this is considered to be prudent. Such designated reserves are reviewed on an annual basis and returned to the general fund in the event that the purpose of their designation is no longer considered to be adequate justification for their retention. A description of each reserve together with the intended use of the reserve is set out in note 20. At 31 December 2016 total designated reserves were £21.2m (2015: £18.8m).

Restricted and endowment funds

As set out in note 20, CDBF holds and administers a large number of restricted and endowment funds. As at 31 December 2016 restricted funds totalled £8.1m (2015: £7.0m) and endowment funds totalled £244.0m (2015: £220.8m). Neither are available for the general purposes of the CDBF.

Grant making policy

Contributions are made to the National Church to cover a proportion of its central costs and also to cover the cost of training for ministry (see note 10). Grants are paid to other charities e.g. PCCs and charitable projects which appear to CDBF to support the furtherance of its objects. The General Fund budget includes regular grants. Other grants are approved according to the terms of reference of the relevant fund.

Investment Policy

The Trustees approved a new Asset Investment and Management Policy in December 2014 developed under the oversight of the Investment Committee. This policy distinguishes between investment and operational assets and sets out the policy framework for both. In relation to investment assets the key principles in the policy may be summarised as follows:

- ◇ The overall objectives are to create sufficient income and capital growth to enable the CDBF to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance and enhancement of the value of assets while they are retained
- ◇ The majority of the portfolio shall be operated and compared on a total return basis
- ◇ Relevant benchmarks include a target total return of RPI + 3%
- ◇ The CDBF requires its investment assets to be managed in compliance with the Church of England ethical guidelines, and ethical considerations shall form part of the dialogue with the Investment Managers. The Trustees will consider mixed-motive investment proposals which are expected to deliver financial returns and further the purposes of the charity
- ◇ The CDBF is assumed to be a perpetual charity and is able to take a long term view on investments, balanced against the short term needs of the charity for liquidity and resources to best realise its operational purposes

6. Financial review (continued)

Investment Policy (continued)

During 2016 the Trustees reviewed and retendered for Investment Managers. This concluded in October 2016 with the reappointment of CCLA Investment Management Ltd and appointment of Cazenove Capital Management (a trading style of Schroder & Co. Limited) in succession to Brewin Dolphin. At the 31 December 2016 the majority of assets remained with Brewin Dolphin, with transfers to Cazenove not commencing until after the year end. As part of this review the Trustees concluded they no longer required a specific 'cash plus' fund, and this portfolio will be invested on the same basis as the CDBF's main investment portfolio.

	Funds at 31 December 2016	Proportion of portfolio	Income yield in year	Total return in year
	£000			
CCLA Managed CBF Investment Fund	6,110	16.17%	3.51%	15.90%
Brewin Dolphin managed:				
Main Fund	31,410	83.12%	3.90%	19.70%
Cash Plus Fund	103	0.27%	5.00%	5.43%
Other funds	167	0.44%		
Total	37,790	100.00%		

Going Concern

After making enquiries the Trustees are satisfied that CDBF has adequate resources to continue to operate as a going concern for the foreseeable future and have prepared the financial statements on that basis.

7. Custodian Trustee

The CDBF is custodian trustee of assets held on permanent trust by virtue of the Parochial Church Councils (Powers) Measure 1956 and the Incumbents and Churchwardens (Trusts) Measure 1964 where the managing trustees are parochial church councils and others. These assets are not aggregated in the financial statements as the CDBF does not control them, and they are segregated from the CDBF's own assets by means of separate bank accounts. Such funds are predominantly managed by CCLA Investment Management Ltd or M&G Investments as determined by the managing trustees. The CDBF reserves the right to charge the managing trustees an administration fee where alternative investment managers are used in recognition of the additional complexity such arrangements cause. Further details of financial trust assets, whose market value amounted to £14.7m at 31 December 2016 (2015: £14.3m), are available from the CDBF on request, and are summarised in note 29.

Where properties are held as custodian trustee, the deeds are identified as such.

8. Principal risks and uncertainties

The Trustees are responsible for the identification, mitigation and/or management of risk. To achieve this, a register of all the risks identified is maintained and, alongside it, a management and mitigation strategy formed. The Finance Executive periodically reviews the risk register in detail. The Trustees are invited to review the risk register at least annually, leading to formal discussion and approval of the strategic risk register, setting out risks and mitigation strategies. The responsibility for delivery of the identified mitigation strategies is delegated to the executive staff or Bishops and Archdeacons as appropriate. A programme of internal audit is overseen by the Audit Committee and complements the CDBF's risk management activities.

The Trustees confirm that the major risks, to which CDBF is exposed, as identified by the Trustees and staff, have been reviewed and that systems and procedures have been established to manage those risks. The register identifies six strategic risks with a pre-mitigation rating of 'high'. These risks and the associated mitigation strategies are as follows:

Aging / declining membership:

The risk that the Church of England is absent from new and other communities; failure of mission, coupled with the risk to Parish Share associated with high levels of giving from older members.

- ◇ Transforming Presence programme with its focus on evangelism
- ◇ Identification of Mission Priority Areas by Mission and Ministry Units
- ◇ Identification of significant new housing developments where we should look to establish a Christian presence, plant new worshipping communities and potentially new church schools

Failure to successfully implement strategic change:

This risk recognises that strategic change is difficult and vulnerable to insufficient planning or changes in leadership.

- ◇ Investment in senior leadership capacity implemented
- ◇ Strategic Change Fund identified to resource change activity and facilitation e.g. for prospective Mission & Ministry Units

Safeguarding:

Safeguarding is a high priority for the diocese and an area which has seen significant investment in capacity and capability over the last few years. Nonetheless, the Trustees continue to consider safeguarding as a high risk. This is chiefly due to the unknown potential for new allegations of non-recent abuse, which may now come to light as survivors have greater confidence that the Church will take their disclosures seriously. Safeguarding allegations have a number of potential resource and reputational implications. For example: cases can absorb significant management and senior clergy time; there is the potential for financial claims; and PCCs may encounter difficulties if they are unable to demonstrate adequate insurance cover for the period in question. This risk also recognises the resource implications of developing national policy on safeguarding.

- ◇ Respond well to allegations of abuse and survivors including working effectively with statutory agencies
- ◇ Keep levels of resource in the safeguarding team under review
- ◇ Respond to national processes and seek to influence national policy guidance to avoid unintended consequences
- ◇ Expand the independent members of the Safeguarding Reference Group to provide more capacity to oversee investigations
- ◇ Continue to deliver safeguarding training to improve awareness and responsiveness across the diocese on this most vital matter
- ◇ Learn from experience and seek to continuously improve

8. Principal risks and uncertainties (continued)

Failure to optimise resource:

This recognises the risk relating to the anticipated wave of clergy retirements leading to a net reduction in stipendiary clergy; the risk that clergy are deployed sub-optimally in terms of mission effectiveness; that mutual support is not applied in the most mission-effective way; and the potential for church buildings to become obstacles to effective mission.

- ◇ The Re-imagining Ministry priority addresses this risk directly and offers an alternative to ever greater amalgamations of parishes or long and unpredictable clergy vacancies
- ◇ Investment in increasing vocations including strengthening of DDO resources and young vocations work
- ◇ Engagement with national work on resourcing ministerial education and church buildings

Heavy reliance on Parish Share and generosity:

This risk recognises the importance of the parish share, a voluntary income stream which accounts for two thirds of the CDBF's overall income. It recognises the risks arising from a shortfall on parish share and the need for continued generosity on the part of parishes and individuals.

- ◇ Visible leadership on stewardship
- ◇ Financial strategies on income and costs
- ◇ Turnaround project to provide additional support in parishes where particular help is needed
- ◇ Implementation of a revised Share scheme which aligns with *Transforming Presence*

High profile national (external) events affecting mission and giving:

National Church discussions and decisions disaffect parts of this diocese leading to damage to mission and financial commitment.

- ◇ This is an external risk and therefore difficult to control, however the diocese is engaging with the Church of England on these issues including the shared conversations process and these issues are closely monitored by the Bishops

Structure and governance

Summary information about the structure of the Church of England

The Church of England is the established church and HM The Queen is the Supreme Governor. It is organised into two provinces (Canterbury and York) and 42 Dioceses. Each Diocese is a See under the care of a Bishop who is charged with the cure of souls of all the people within that geographical area. This charge is shared with priests within benefices and parishes which are sub-divisions of the Diocese.

The National Church has a General Synod comprised of ex-officio and elected representatives from each Diocese and it agrees and lays before Parliament Measures for the governance of the Church's affairs which, if enacted by Parliament, have the force of statute law. In addition to the General Synod, the Archbishops' Council has a coordinating role for work authorised by the Synod; the Church Commissioners manage the historic assets of the Church of England; and the Church of England Pension Board administers the pension schemes for stipendiary ecclesiastical office holders and employees. Within each Diocese, overall leadership lies with the Diocesan Bishop, who exercises that input as Bishop within the Diocesan Synod. Our Diocese is divided into 24 deaneries, each with its own Synod and within each parish there is a Parochial Church Council (PCC) which shares with the parish priest responsibility for the mission of the church in that place, in a similar way to that in which the Bishop shares responsibilities with the Diocesan Synod. In this diocese, as part of our re-imagining ministry priority, parishes are on a journey to working together as part of collaborative Mission and Ministry Units with common mission priorities and shared resources where appropriate.

Whilst each Diocese is separate with a clear responsibility for a specific geographical area, and each diocesan board of finance is a separate legal entity, being part of the Church of England requires and enables working together in a national framework and with national church institutions.

Organisational structure

The Diocese of Chelmsford was created in 1914. It spans the whole of Essex and five boroughs of East London. It covers an area of 1,531 square miles with an overall population in excess of three million.

The diocese is divided into three Episcopal areas by an Area Scheme under which the Diocesan Bishop, the Bishop of Chelmsford, has delegated certain authority to the Bishops of Barking, Bradwell and Colchester in relation to the Archdeaconries in those areas. Since 2013 there are seven Archdeaconries. Each Archdeaconry is subdivided into deaneries, there being a total of 24 deaneries across the Diocese at the end of 2016. The deaneries are further subdivided into 463 parishes. By the end of 2016, eight Mission and Ministry Units had been approved, of which one had been formally commissioned.

Diocesan governance

The statutory governing body of the Diocese of Chelmsford is the Diocesan Synod, which is an elected body with representation from all parts of the Diocese. Membership consists of ex officio members, including the Bishops, the Dean and Archdeacons; clergy members elected by the Houses of Clergy in Deanery Synods; lay persons elected by the Houses of Laity in Deanery Synods; up to five persons who may be co-opted by each of the House of Clergy and the House of Laity and a maximum of eight members nominated by the Diocesan Bishop. The Diocese is governed by Standing Orders which were updated in June 2012.

The Diocesan Synod meets two or three times a year. Many of Diocesan Synod's responsibilities have been delegated to the Bishop's Council, the Bishop's Council Standing Committee or the Finance Committee.

Company Status

The company, The Chelmsford Diocesan Board of Finance (CDBF), was formed to manage the financial affairs and hold the assets of the Diocese. It was incorporated on 16 July 1914 as a charitable company limited by membership guarantees (No. 137029) and its governing instrument is the Memorandum and Articles of Association which were most recently amended by Special Resolution in June 2012. CDBF is registered with the Charity Commission (No. 249505).

Every eligible member of Diocesan Synod is a member of CDBF for company law purposes and has a personal liability limited to £1 under their guarantee as a company member in the event of it being wound up.

Decision-making structure

Corporate priorities and the overall financial strategy for the Diocese (in its primary object to promote, assist and advance the work of the Church of England within the Diocese of Chelmsford) are set by the Diocesan Synod and the CDBF. The company meets once a year in general meeting to receive and approve the annual report and financial statements and to appoint the auditors. The Diocesan Synod each year receives and agrees the annual budget, prepared and approved by the Trustees. The Trustees, meeting within the context of the Bishop's Council, hold up to six meetings during the year to formulate and coordinate policies on mission, ministry and finance.

Certain executive functions of CDBF are undertaken by the Finance Committee, whose members are the Trustees and Directors of CDBF. The Finance Committee's terms of reference are as follows:

- ◇ Determine policy, in particular for: Ministry numbers, Clergy Stipends, Capital Budget, Revenue budget levels, Grant making and Investments
- ◇ Monitor such policy decisions
- ◇ Approve referral of Budgets to the Diocesan Synod
- ◇ Approve and sign the annual report and financial statements after receiving a report from the Audit Committee
- ◇ Agree remuneration of the Auditor each year
- ◇ Receive a report from the Finance Executive at each meeting
- ◇ Receive minutes from all Sub-Committees
- ◇ Handle any business referred by the CDBF, Diocesan Synod or Bishop's Council
- ◇ Create and dissolve Sub-Committees as required
- ◇ Appoint members of Sub-Committees and its representatives on other Diocesan bodies

Committee structure

The Finance Committee's remit is set out above; it is supported by its sub-committees:

Finance Executive	handles routine business on behalf of the Finance Committee and develops the budget and other proposals for Finance Committee's consideration.
Audit Committee	responsible for assisting the Finance Committee in the discharge of its responsibilities for financial reporting and internal control.
Houses Committee	responsible for making decisions concerning the operational management of all clergy houses for which the CDBF has responsibility.
Investment Committee	responsible for recommending policy and making decisions concerning the management of Glebe property and Investments.
Remuneration and Governance Committee	determines remuneration policy and annual salary awards, and oversees the effectiveness of governance across the CDBF
Diocesan Mission and Pastoral Committee	(membership of which is co-terminus with the Bishop's Council) is responsible for pastoral reorganisation, taking account of clergy numbers and the need for new patterns of ministry.

Diocesan Advisory Committee for the Care of Churches	advises on matters concerning churches and places of worship such as the granting of faculties, archaeology, art and the history of places of worship, the use and care of places of worship and their contents and the care of churchyards.
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Diocesan Board of Education	promotes education, religious education and religious worship in schools in the Diocese. It also promotes and advises governors of church schools in the Diocese.
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Bishop's Council and Finance Committee

Bishop's Council consists of 17 ex officio members, 3 clergy elected by the House of Clergy from among their number (1 from each Episcopal area), 12 lay persons elected by the House of Laity from among their number (4 from each Episcopal area), 3 lay persons appointed by and from the membership of each Area Mission & Pastoral Committee (1 from each Episcopal area) and a maximum of 4 members nominated by the Diocesan Bishop.

Finance Committee consists of the Chair and Vice Chair of CDBF and those other members of the Bishop's Council not otherwise disqualified from membership such as persons remunerated by the CDBF.

Trustee recruitment, selection and induction

Trustees are members of the Finance Committee and are selected as set out above. Trustee training is arranged at the start of each triennium and subsequently as appropriate. Trustees are offered an induction when first appointed and relevant on-going training. Some senior staff have job titles incorporating the title 'Director' but they are not directors of the company for the purposes of company law. All Trustees are required to maintain their entry in the record of declarations of interest.

Trustees' attendance at board meetings in 2016

	Number of meetings eligible to attend	Number of meetings attended	Percentage of eligible attended
Mrs Isabel Adcock	4	4	100
Mr John Brown	4	3	75
The Ven Elwin Cockett	4	3	75
The Ven Annette Cooper	4	3	75
The Rt Revd Stephen Cottrell	4	2	50
Canon Veveer Deer	4	4	100
Mrs Mary Durlacher	4	4	100
Canon Roger Ennals	3	2	67
Mr Richard Freeman	4	2	50
Canon Robert Hammond	4	4	100
Mr Frank Hawkins	4	3	75
The Very Revd Nicholas Henshall	4	2	50
The Rt Revd Peter Hill	4	3	75
Canon Christine Horton	4	3	75
Canon Jill Leonard	4	4	100
Mr Percy Lomax	4	3	75
Canon Ronald McLernon	4	4	100
Mr Martin Mitchell	4	3	75
Miss Mary Moore	4	2	50
The Rt Revd Roger Morris	4	2	50
Mr Peter Morriss	4	4	100
The Ven Dr John Perumbalath	4	2	50
The Revd Canon Philip Ritchie	4	4	100
The Revd Penny Sayer	4	3	75
The Revd Marie Segal	0	0	-
Mr Roger Shilling	4	4	100
The Ven Mina Smallman	4	0	0
The Ven Elizabeth Snowden	3	2	67
The Revd Canon Guy Thorburn	4	3	75
The Ven Martin Webster	4	1	25
The Revd Louise Williams	4	3	75
Canon John Winterbotham	4	4	100
The Rt Revd John Wraw	4	2	50

Remuneration of key management personnel

The Remuneration & Governance Committee reviews the emoluments of senior employees on an annual basis. The Committee's membership is the Chair of the CDBF, the Bishop of Chelmsford, and the Lay and Clergy Vice Presidents of Synod. The Committee also determines any cost of living pay increase for employed staff and reviews other matters relating to employee remuneration as required.

Delegation of day to day delivery

The Trustees and the sub-committees which assist them in the fulfilment of their responsibilities, rely upon the Chief Executive & Diocesan Secretary and his colleagues for the delivery of the day to day activities of the company. The Chief Executive & Diocesan Secretary is given specific and general delegated authority to deliver the business of the CDBF in accordance with the policies framed by the Trustees.

Funds held on behalf of schools

The DBE (as incorporated within the CDBF) receives contributions from governors of church schools within the Diocese in connection with major repair and capital projects to church schools and also government grants in connection with the same. The DBE administers these monies as managing agent and makes appropriate payments to contractors for work carried out. The monies do not belong to the DBE and as such the receipts and payments are not treated as income and expenditure in the Statement of Financial Activities. Any monies held at the balance sheet date are treated as creditors on the balance sheet. The income and expenditure relating to school projects not reflected in the Statement of Financial Activities amounted to £1.952m and £1.977m respectively (2015: £2.1m and £2.3m).

Historical assets arising from unexpended accumulations of sale proceeds of redundant Church of England School properties are accounted for in the restricted Church Schools fund and are managed by the CDBF in consultation with the DBE and held in a CDBF restricted fund detailed in the accounts.

Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees (as Directors) to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the CDBF and of the surplus or deficit of the CDBF for that period. In preparing these financial statements the Trustees are required to:

- ◇ Select suitable accounting policies and apply them consistently
- ◇ Observe methods and principles in the Charities SORP
- ◇ Make judgements and estimates that are reasonable and prudent
- ◇ State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- ◇ Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in operation

The Trustees are also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the CDBF and enable them to ensure that the financial statements comply with the Companies Act 2011. They are also responsible for safeguarding the assets of the CDBF and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the CDBF's website. Legislation in England & Wales governing the preparation and dissemination of financial statements and other information included in Annual Reports may differ from legislation in other jurisdictions.

Statement of disclosure to the auditors

So far as the Trustees are aware:

- a) there is no relevant audit information of which the charitable company's auditors are unaware, and
- b) we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Appointment of Auditors

The re-appointment of haysmacintyre as auditors to the CDBF will be proposed at the Annual General Meeting.

Administrative details

Company registration number	137029 (England & Wales)
Charity registration number	249505
Registered Office	53 New Street, Chelmsford CMI IAT
	Tel: 01245 294400
	www.chelmsford.anglican.org

Trustees

In accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005 (SORP 2005), the Trustees (for the purposes of charity law) and directors (for the purposes of company law) during the year and/or as at the date of signing were:

Ex Officio

President

The Rt Revd Stephen G Cottrell

Chair

Mr Percy W Lomax

Vice-Chair

Mr Frank Hawkins

Area Bishops

The Rt Revd Peter Hill

The Rt Revd Roger A B Morris

The Rt Revd John M Wraw

Archdeacons

The Ven Elwin W Cockett

The Ven Annette J Cooper

The Ven Michael J Lodge (from 19/3/17)

The Ven David W Lowman (to 31/1/16)

The Ven John Perumbalath

The Ven Wilhelmina T Smallman (to 13/12/16)

The Ven Elizabeth Snowden (from 13/03/16)

The Ven Martin D Webster (to 31/3/17)

The Dean

The Very Revd Nicholas J Henshall

Lay Vice-President

Canon Robert I Hammond

Clergy Vice-President

The Revd Louise M Williams

Elected or appointed to fill a vacancy

Mrs Isabel Adcock

Mr Martin P Mitchell

Mr John M Brown

Miss Mary E Moore

Canon Veve N Deer

Mr Peter W Morriss

Mrs Mary C Durlacher

The Revd Canon Philip Ritchie

Canon Roger J Ennals

The Revd Penelope J Sayer (to 25/11/16)

Mr Richard Freeman

The Revd Canon Marie Segal (from 14/11/16)

Canon Christine G Horton

Mr Roger I Shilling

Canon Jill S Leonard

The Revd Canon Guy Thorburn

Canon Ronald V McLernon

Canon John Winterbotham

The triennial elections to the Synod and Bishop's Council were last held in 2015. No Trustee had any beneficial interest in the company during 2016.

Senior Staff

The day to day management of the Chelmsford Diocesan Board of Finance is delegated to the Chief Executive. The officers who served during the year and at the date of signing are:

Chief Executive & Diocesan Secretary	John Ball
Director of Communications	Ralph Meloy
Director of Development and Property	Michael Minta
Director of Education	The Revd Timothy Elbourne
Director of Finance	Mark Spraggins
Chief Accountant	Margaret Essery
Dean of Mission & Ministry	The Revd Canon Dr Roger Matthews
Pastoral Secretary	Nathan Whitehead

Professional Advisers

Auditors	haysmacintyre 26 Red Lion Square London WC1R 4AG
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Solicitors and Registrars	Winckworth Sherwood Minerva House 5 Montague Close London SE1 9BB
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Bankers	Barclays Bank plc 40-41 High Street Chelmsford CMI 1BE	National Westminster Bank Plc 4-5 High Street Chelmsford CMI 1FZ
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Investment Managers	Brewin Dolphin 12 Smithfield Street London EC1A 9BD	CCLA Investment Management Ltd 85 Queen Victoria Street London EC4V 4ET
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Glebe Property Agents	Strutt & Parker Coval Hall Chelmsford CMI 2QF
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In approving this Trustees' Report, the Trustees are also approving the Strategic Report included above within their capacity as company directors.

BY ORDER OF THE TRUSTEES

Percy W Lomax
Chair of the Chelmsford Diocesan Board of Finance
26 April 2017

The Chelmsford Diocesan Board of Finance

Independent auditors' report to the members of The Chelmsford Diocesan Board of Finance

We have audited the financial statements of The Chelmsford Diocesan Board of Finance for the year ended 31 December 2016 which comprise the Group Statement of Financial Activities, the Group Summary Income and Expenditure Account, the Group and Parent Charitable Company Balance Sheets, the Group Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of Trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditor under the Companies Act 2006. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- ◇ give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 December 2016 and of the group's and the parent charitable company's net movement in funds, including the group's and the parent income and expenditure, for the year then ended;
- ◇ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◇ have been prepared in accordance with the requirements of the Companies Act 2006.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

the information given in the Trustees' Annual Report (which incorporates the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and

the Trustees' Annual Report (which incorporates the strategic report and the directors' report) has been prepared in accordance with applicable legal requirements

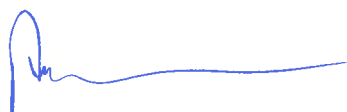
The Chelmsford Diocesan Board of Finance

Independent auditors' report to the members of The Chelmsford Diocesan Board of Finance

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- ◇ the charitable company and group have not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- ◇ the consolidated charitable company financial statements are not in agreement with the accounting records and returns; or
- ◇ certain disclosures of trustees' remuneration specified by law are not made; or
- ◇ we have not received all the information and explanations we require for our audit.



Adam Halsey (Senior statutory auditor)

for and on behalf of

haysmacintyre

Statutory Auditor

26 Red Lion Square

London

WC1R 4AG

Date: 26/04/17

The Chelmsford Diocesan Board of Finance

Consolidated statement of financial activities For the year ended 31 December 2016

	Note	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Income and endowments from:						
Donations and legacies:						
Parish contributions	2	14,625	-	-	14,625	14,509
Other donations and legacies	2	3,620	575	-	4,195	4,162
Charitable activities	3	1,688	277	-	1,965	2,061
Investments	4	1,590	274	-	1,864	1,807
Other trading activities:						
Parsonage rents receivable		378	-	-	378	407
Subsidiary trading activities	5	459	-	-	459	599
Other income	6	71	302	-	373	360
Total income and endowments		22,431	1,428	-	23,859	23,905
Expenditure on:						
Raising funds:						
Subsidiary trading activities	5	557	-	-	557	826
Investment management	7	131	21	87	239	225
Charitable activities	8	20,236	1,257	-	21,493	20,783
Other expenditure	9	-	-	-	-	215
Total expenditure	12	20,924	1,278	87	22,289	22,049
Net income / (expenditure) before investment gains		1,507	150	(87)	1,570	1,856
Net gains on investments	16	100	870	3,663	4,633	19
Net income before transfers		1,607	1,020	3,576	6,203	1,875
Transfers between Funds	20	(933)	63	870	-	-
Net income before other gains and losses		674	1,083	4,446	6,203	1,875
Gains on revaluations of fixed assets	15	2,011	35	18,780	20,826	24,067
Net movement in funds		2,685	1,118	23,226	27,029	25,942
Total funds brought forward		20,998	7,000	220,759	248,757	222,815
Total funds carried forward		23,683	8,118	243,985	275,786	248,757

The notes on pages 28 to 61 form part of these financial statements.

The Chelmsford Diocesan Board of Finance

Summary income and expenditure account For the year ended 31 December 2016

	Total 2016 £000	<i>Total 2015 £000</i>
Total income	23,859	23,905
Total expenditure	(22,202)	(21,755)
Operating surplus	1,657	2,150
Net gains/(losses) on investments	965	(101)
Net income for the year	2,622	2,049
Other comprehensive income:		
Revaluation of fixed assets	2,051	2,060
Net assets transferred (to) endowments	(870)	(781)
Total comprehensive income	3,803	3,328

The income and expenditure account is derived from the Statement of Financial Activities with movements in endowment funds excluded to comply with company law. All income and expenditure is derived from continuing activities.

The notes on pages 28 to 61 form part of these financial statements.

The Chelmsford Diocesan Board of Finance

Company number: 137029

Consolidated balance sheet
As at 31 December 2016

	Note	£000	2016 £000	£000	2015 £000
Fixed assets					
Tangible assets	15		242,492		216,483
Investments	16		48,137		45,488
			<u>290,629</u>		<u>261,971</u>
Current assets					
Stock		31		33	
Debtors: amounts falling due after more than one year	17	273		572	
Debtors: amounts falling due within one year	17	2,086		2,127	
Cash at bank and in hand		3,613		3,523	
		<u>6,003</u>		<u>6,255</u>	
Creditors: amounts falling due within one year	18	(5,520)		(5,638)	
Net current assets			<u>483</u>		<u>617</u>
Total assets less current liabilities			<u>291,112</u>		<u>262,588</u>
Creditors: amounts falling due after more than one year	19		(7,281)		(4,380)
Net assets excluding pension scheme liabilities			<u>283,831</u>		<u>258,208</u>
Defined benefit pension scheme liabilities	24		(8,045)		(9,451)
Net assets including pension scheme liabilities			<u><u>275,786</u></u>		<u><u>248,757</u></u>

The Chelmsford Diocesan Board of Finance

Consolidated balance sheet (continued) As at 31 December 2016

	Note	£000	2016 £000	£000	2015 £000
Funds					
Endowment funds (including investment revaluation reserve of £149.28m (2015:£127.92m))	20		243,985		220,759
Restricted income funds (including investment revaluation reserve of £1.74m (2015:£1.02m))	20		8,118		7,000
Unrestricted income funds (including investment revaluation reserve of £11.87m (2015:£9.46m))	20		23,683		20,998
Total funds			275,786		248,757

The financial statements were approved by the Trustees on 26 April 2017 and signed on their behalf, by:

Mr Percy W Lomax, Chair

The notes on pages 28 to 61 form part of these financial statements.

The Chelmsford Diocesan Board of Finance

Company number: 137029

Company balance sheet
As at 31 December 2016

	Note	£000	2016 £000	£000	2015 £000
Fixed assets					
Tangible assets	15		242,492		216,483
Investments	16		48,137		45,488
			<u>290,629</u>		<u>261,971</u>
Current assets					
Stock		31		33	
Debtors: amounts falling due after more than one year	17	1,011		1,210	
Debtors: amounts falling due within one year	17	2,078		2,115	
Cash at bank and in hand		3,605		3,502	
		<u>6,725</u>		<u>6,860</u>	
Creditors: amounts falling due within one year	18	(5,476)		(5,595)	
Net current assets			<u>1,249</u>		<u>1,265</u>
Total assets less current liabilities			<u>291,878</u>		<u>263,236</u>
Creditors: amounts falling due after more than one year	19		(7,281)		(4,380)
Net assets excluding pension scheme liabilities			<u>284,597</u>		<u>258,856</u>
Defined benefit pension scheme liabilities	24		(8,045)		(9,451)
Net assets including pension scheme liabilities			<u><u>276,552</u></u>		<u><u>249,405</u></u>

The Chelmsford Diocesan Board of Finance

Company balance sheet (continued) As at 31 December 2016

	Note	£000	2016 £000	£000	2015 £000
Funds					
Endowment funds (including investment revaluation reserve of £149.28m (2015:£127.92m))	20		243,985		220,759
Restricted income funds (including investment revaluation reserve of £1.74m (2015:£1.02m))	20		8,118		6,999
Unrestricted income funds (including investment revaluation reserve of £11.87m (2015:£9.46m))	20		24,449		21,647
Total funds			276,552		249,405

The net income of the company for the year was £27,147,000.

The financial statements were approved by the Trustees on 26 April 2017 and signed on their behalf, by:

Mr Percy W Lomax, Chair

The notes on pages 28 to 61 form part of these financial statements.

The Chelmsford Diocesan Board of Finance

Consolidated cash flow statement For the year ended 31 December 2016

	2016	2015
£000	£000	£000
Net cash (outflow) from operating activities	(1,405)	(1,921)
Cash flows from investing activities		
Dividends, interest and rent from investments	1,864	1,807
Interest paid	(128)	(88)
Proceeds from the sale of tangible fixed assets	1,306	3,831
Proceeds from the sale of investments	9,283	4,570
Purchase of tangible fixed assets for the use of the CDBF	(6,407)	(2,755)
Purchase of fixed asset investments	<u>(7,299)</u>	<u>(7,503)</u>
Net cash (used in) investing activities	(1,381)	(138)
Cash flows from financing activities		
New loan received by CDBF	3,228	1,282
Loans repaid to CDBF	<u>(352)</u>	<u>(405)</u>
Net cash provided by financing activities	<u>2,876</u>	<u>877</u>
Change in cash and cash equivalents in the reporting period	90	(1,182)
Cash and cash equivalents at 1 January	<u>3,523</u>	<u>4,705</u>
Cash and cash equivalents at 31 December	<u>3,613</u>	<u>3,523</u>
Reconciliation of net movements in funds to net cash flow from operating activities		
Net income/(expenditure) in funds for the year ended 31 December	27,029	25,942
Adjustments for:		
Depreciation charges	139	140
Gains on revaluations of fixed assets	(20,826)	(24,067)
Dividends, interest and rent from investments	(1,864)	(1,807)
Interest paid	128	88
Repayment of loans advanced	300	95
(Profit) on sale of functional assets	(71)	(360)
Gains on sale of investments	(4,633)	(19)
Decrease in stock	2	7
Decrease/(increase) in debtors	40	(273)
(Decrease) in creditors	<u>(1,649)</u>	<u>(1,667)</u>
Net cash used in operating activities	<u>(1,405)</u>	<u>(1,921)</u>
Analysis of cash and cash equivalents		
Cash in hand	<u>3,613</u>	<u>3,523</u>

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

I. PRINCIPAL ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention, with the exception of freehold properties, which are included at their fair value as determined under the applicable valuation method as detailed below, and fixed asset investments, which are included at their market value at the balance sheet date. The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015), the Companies Act 2006 and applicable accounting standards (FRS102).

CDBF meets the definition of a Public Benefit entity as defined by FRS102.

The principal accounting policies and estimation techniques are as follows:

(a) Basis of consolidation

The financial statements consolidate the results of the charitable company (CDBF) and its wholly-owned subsidiaries, Sparrows Trading Company Limited and Chelmsford Diocesan Trading Company Limited on a line by line basis. This is an aggregation of the Chelmsford Diocesan Board of Finance (CDBF) and its entities (see note 5).

No separate SOFA has been presented for the company alone as permitted by section 408 of the Companies Act 2006.

(b) Income

All income is included in the Statement of Financial Activities (SOFA) when the CDBF is legally entitled to it as income or capital respectively, ultimate receipt is probable and the amount to be recognised can be quantified with reasonable accuracy.

- i) **Parish Contributions** are recognised as income of the year in respect of which it is receivable.
- ii) **Rent receivable** is recognised as income in the period with respect to which it relates.
- iii) **Interest and dividends** are recognised as income when receivable.
- iv) **Grants received** which are subject to pre-conditions for entitlement specified by the donor which have not been met at the year-end are included in creditors to be carried forward to the following year.
- v) **Parochial fees** are recognised as income in the year to which they relate.
- vi) **Donations** other than grants are recognised when receivable.
- vii) **Gains on disposal of fixed assets for the CDBF's own use** (i.e. non-investment assets) are accounted for as other income. Losses on disposal of such assets are accounted for as other expenditure.
- viii) **Stipends fund income.** The Stipends Fund Capital account is governed by the Diocesan Stipends' Fund Measure 1953, as amended, and the use of the income is restricted for clergy stipends. However, the income is fully expended within the year of receipt and the legal restrictions, therefore, are satisfied. It is on this basis that the income and the (normally much larger) related expenditure are both included in the unrestricted column of the Statement of Financial Activities for the sake of greater clarity and simplicity in financial reporting.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements

For the year ended 31 December 2016

I. PRINCIPAL ACCOUNTING POLICIES (continued)

(c) Expenditure

Expenditure is included on the accruals basis and has been classified under headings that aggregate all costs related to the Statement of Financial Activity category.

- i) **Costs of raising funds** are constrained to costs relating to the temporary renting out of parsonages and investment management costs of glebe and any other investment properties.
- ii) **Charitable expenditure** is analysed between contributions to the Archbishops' Council, expenditure on resourcing mission and ministry in the parishes of the diocese, expenditure relating to the running of the diocesan retreat centre, and expenditure on education and Church of England schools in the diocese.
- iii) **Grants payable** are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional on the recipient satisfying performance or other discretionary requirements to the satisfaction of the CDBF, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to such conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.
- iv) **Support costs** consist of central management, administration and governance costs. The amount spent on raising funds and other activities is considered to be immaterial and all support costs are allocated to the purpose of charitable activities. Costs are allocated wherever possible directly to the activity to which they relate, but where such direct allocation is not possible, the remainder is allocated on an approximate staff time basis.
- v) **Pension contributions** - the CDBF participates in three pension schemes to provide pension benefits based on final pensionable pay, namely the Church of England Funded Pensions Scheme (clergy), the Church of England Defined Benefits Scheme part of the Church Workers Pension Fund, and the Teachers Superannuation Scheme. The CDBF also participates in the Church of England Pension Builder Scheme (formerly known as Defined Contributions Scheme) part of the Church Workers Pension Fund. Details of the schemes are set out in note 24. The pension costs charged as expenditure represent the CDBF's contributions payable in respect of the accounting period, in accordance with FRS102. Deficit funding for the pension schemes to which CDBF participates is accrued at current value in creditors distinguished between contributions falling due within one year and after more than one year.
- vi) **Short term employee benefits** including holiday pay are recognised as an expense in the period in which the service is received.
- vii) **Employee termination benefits** are accounted for on an accrual basis and in line with FRS 102.

(d) Going concern

The Trustees consider that there are no material uncertainties regarding the CDBF's ability to continue as a going concern.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements

For the year ended 31 December 2016

I. PRINCIPAL ACCOUNTING POLICIES (continued)

(e) Tangible fixed assets and depreciation

Freehold properties

Depreciation is not provided on buildings as any provision (annual or cumulative) would not be material due to the very long expected remaining useful economic life in each case, and because their expected residual value is not materially less than their carrying value. The CDBF has a policy of regular structural inspection, repair and maintenance, which in the case of residential properties is in accordance with the Repair of Benefices Buildings Measure 1972 and properties are therefore unlikely to deteriorate or suffer from obsolescence. In addition, disposals of properties occur well before the end of their economic lives and disposal proceeds are usually not less than their carrying value. The Trustees perform annual impairment reviews in accordance with the requirements of FRS102 to ensure that the carrying value is not more than the recoverable amount.

Properties for the charity's own use

All houses (excepting properties subject to value linked loans shown below) are included in the balance sheet at professional market valuation. Such houses are revalued annually.

Properties subject to value linked loans

Properties which have been bought with the assistance of value-linked loans from the Church Commissioners are stated using the value of the related loan at the balance sheet date. Each year end the respective property and loan are carried at an index linked current valuation basis.

Parsonage houses

The CDBF has followed the requirements of FRS102, in its accounting treatment for benefice houses (parsonages). FRS102 requires the accounting treatment to follow the substance of arrangements rather than their strict legal form. The CDBF is formally responsible for the maintenance and repair of such properties and has some jurisdiction over their future use or potential sale if not required as a benefice house, but in the meantime legal title and the right to beneficial occupation is vested in the incumbent. The Trustees therefore consider the most suitable accounting policy is to capitalise such properties as expendable endowment assets and to carry them at their estimated current market value. Parsonage houses are revalued annually.

(f) Other tangible fixed assets

Depreciation is provided in order to write off the cost (less any ultimate disposal proceeds at prices ruling at the time of the asset's acquisition) of other fixed assets over their currently expected useful economic lives at the following initial rates:-

Solar PV panels	4% per annum straight line
Motor vehicles	25% per annum straight line
Computers	25% per annum straight line
Furniture and office equipment	20% per annum straight line

All capital expenditure over £1,000 is capitalised.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements

For the year ended 31 December 2016

I. PRINCIPAL ACCOUNTING POLICIES (continued)

(g) Other accounting policies

- i) **Fixed asset investments** - Investment properties include agricultural holdings and commercial properties which are professionally valued annually. Other investments are included in the balance sheet at market value and the gain or loss on revaluation taken to the Statement of Financial Activities.
- ii) **Financial Instruments** - The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently carried at either amortised cost or fair value as noted below.
 - a) **Leases** - The company and its subsidiary have entered into operating lease arrangements for the use of certain assets, the rental for which is charged in full as expenditure in the year to which it relates. Where rent free periods are given as part of an operating lease, the impact of this rent free period is reflected in the Statement of Financial Activities over the shorter of the overall lease term or first break clause.
 - b) **Debtors** - Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. At the end of each reporting period debtors are assessed for evidence of impairment. If an asset is impaired an impairment loss is recognised in the Statement of Financial Activities.
 - c) **Cash** - Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
 - d) **Creditors** - Basic financial liabilities, including trade and other payables and bank loans, are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at transaction price.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements

For the year ended 31 December 2016

I. PRINCIPAL ACCOUNTING POLICIES (continued)

(h) Fund balances

Fund balances are split between unrestricted (general and designated), restricted and endowment funds.

- Unrestricted funds are the CDBF's corporate funds and are freely available for any purpose within the charitable company's objects, at the discretion of the CDBF. There are two types of unrestricted funds:
 - ◆ General funds which the CDBF intends to use for the general purposes of the CDBF and
 - ◆ Designated funds set aside out of unrestricted funds by the CDBF for a purpose specified by the Trustees.
- Restricted funds are income funds subject to conditions imposed by the donor as specific terms of trust, or else by legal measure.
- Endowment funds are those held on trust to be retained for the benefit of the charitable company as a capital fund. In the case of the endowment funds administered by the CDBF (Stipends Fund Capital and Parsonage Houses), there are discretionary powers to convert capital into income and, as a result, these funds are classified as expendable endowment. Endowment funds where there is no provision for expenditure of capital are classified as permanent endowment.
- "Special trusts" (as defined by the Charities Act 2011) and any other trusts where the company acts as trustee and controls the management and use of the funds, are included in the company's own financial statements as charity branches. Trusts where the CDBF acts merely as custodian trustee with no control over the management of the funds are not included in the financial statements but are summarised in the notes to the financial statements.

(i) Capital expenditure on Voluntary Aided schools

Contributions to capital expenditure from Department for Education and school governors are not recognised in the Statement of Financial Activities. Details of the turnover related to this activity are included in note 28.

The CDBF contributes to the improvement, extension and building of schools not under its control by making grants to the school governors concerned, and these are shown as such in the Statement of Financial Activities.

The CDBF does not recognise the value of the company's reversionary interest in the assets of closed schools until the ultimate proceeds of disposal have been received.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements

For the year ended 31 December 2016

I. PRINCIPAL ACCOUNTING POLICIES (continued)

(j) Judgements and estimates

In the application of the accounting policies, the Trustees are required to make judgements, estimates, and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are continually evaluated. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

Significant judgements

- i) **Valuation of Freehold properties and parsonage houses** - All freehold properties and parsonage houses excluding those subject to value linked loans are revalued to their fair value annually using valuations provided by external professionals. Properties subject to value linked loans are revalued each year at fair value based on the index linked current valuation basis.
- ii) **Valuation of liabilities arising from the charity's obligation to meet deficit reduction payments for its multiemployer defined benefit pension schemes** - These liabilities are revalued at each year end using discount rates which are reassessed annually.
- iii) **Residual values of Freehold properties** - The Trustees consider that residual value of freehold properties is sufficiently high that depreciation would not be material

Sources of estimation uncertainty

In the view of the Trustees there are no sources of estimation uncertainty affecting assets or liabilities at the balance sheet date that are likely to result in a material adjustment to their carrying amounts in the next financial year.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Parish share assessment for the year	16,000	-	-	16,000	15,980
Credits for fees and discounts	(569)	-	-	(569)	(575)
Shortfall in contributions	(829)	-	-	(829)	(914)
Payments in excess of assessment	24	-	-	24	23
Arrears for previous years	(1)	-	-	(1)	(5)
Parish contributions	14,625	-	-	14,625	14,509
Donations	83	113	-	196	285
Ministry Support Funding	2,638	-	-	2,638	2,592
Mission Development funding	414	-	-	414	413
Strategic Development funding	225	-	-	225	150
Allchurches Trust	260	-	-	260	254
City Church Fund	-	462	-	462	468
Other donations and legacies	3,620	575	-	4,195	4,162
Total donations and legacies	18,245	575	-	18,820	18,671

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Statutory fees and chaplaincy income	1,346	-	-	1,346	1,365
Printing and resources centre	215	-	-	215	220
Miscellaneous income	127	55	-	182	163
Diocesan Retreat House	-	222	-	222	313
	1,688	277	-	1,965	2,061

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

4. INVESTMENT INCOME

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Dividends	1,149	274	-	1,423	1,253
Interest	42	-	-	42	58
Rent	399	-	-	399	496
	<u>1,590</u>	<u>274</u>	<u>-</u>	<u>1,864</u>	<u>1,807</u>

5. SUBSIDIARY TRADING ACTIVITIES

The CDBF has two wholly owned subsidiaries. Sparrows Trading Company Limited (company no. 8626895) provides high-quality childcare with Christian distinctiveness within the Diocese of Chelmsford. Chelmsford Diocesan Trading Company Limited (company no. 8474175) was dormant during the period.

The results of Sparrows Trading Company Limited are as follows:

	2016 £000	2015 £000
Income: Provision of childcare	<u>459</u>	<u>599</u>
Expenditure:		
Costs other than employment costs	123	250
Wages and salaries	397	529
Employer's NIC	22	31
Pensions	15	16
	<u>557</u>	<u>826</u>
Net expenditure from subsidiary trading activities	<u>(98)</u>	<u>(227)</u>

At 31 December 2016 Sparrows Trading Company Limited had assets of £13,000 (2015: £32,000), liabilities of £782,000 (2015: £679,000) and accumulated losses of £769,000 (2015: £648,000). Chelmsford Diocesan Trading Company Limited had assets of £1 at the same date.

The CDBF has made available a loan facility to Sparrows Trading Company Limited (see note 17).

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

6. OTHER INCOME

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Gains on disposal of assets	71	-	-	71	360
School sale proceeds	-	302	-	302	-
	<u>71</u>	<u>302</u>	<u>-</u>	<u>373</u>	<u>360</u>

7. FUND-RAISING COSTS

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Investment management costs	131	21	87	239	225
	<u>131</u>	<u>21</u>	<u>87</u>	<u>239</u>	<u>225</u>

8. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Resourcing ministry and mission (note 12)	17,052	104	-	17,156	16,500
Grant funding of activities (note 10)	1,698	523	-	2,221	2,512
Support costs (note 11)	1,316	-	-	1,316	1,155
Diocesan Retreat House	-	272	-	272	272
Expenditure on Education	170	358	-	528	344
	<u>20,236</u>	<u>1,257</u>	<u>-</u>	<u>21,493</u>	<u>20,783</u>

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

9. OTHER EXPENDITURE

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Loss on disposal of assets	-	-	-	-	215
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>215</u>

10. ANALYSIS OF GRANTS

	Grants to Institutions 2016 £000	Grants to Individuals 2016 £000	Total 2016 £000	Total 2015 £000
Grants made	1,983	238	2,221	2,512
	<u>1,983</u>	<u>238</u>	<u>2,221</u>	<u>2,512</u>

Reconciliation of grants payable

	2016 £000	2015 £000
Accrued at 1 January	955	745
Grants payable for the year	2,221	2,512
Grants paid during the year	(2,308)	(2,302)
Total	<u>868</u>	<u>955</u>

Payable as follows:

in less than 1 year	<u>868</u>	<u>955</u>
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The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

10. ANALYSIS OF GRANTS (continued)

ANALYSIS OF GRANTS MADE

	No.	Individuals £000	Institutions £000	2016 £000	2015 £000
From unrestricted funds for National Church responsibilities					
Contributions to Archbishops' Council	1	-	1,122	1,122	1,095
From unrestricted funds					
PCC feasibility study	13	-	22	22	16
Churches Together organisations	3	-	24	24	16
Interfaith working	4	-	24	24	25
Other institutional grants	2	-	4	4	4
Ordinands in Training	34	193	-	193	216
Clergy for training	296	28	-	28	46
Total from unrestricted funds	353	221	1,196	1,417	1,418
Total from designated funds					
PCCs for mission projects	16	-	281	281	526
From restricted funds					
Overseas mission projects	1	-	18	18	30
Grants for refugees	6	17	-	17	-
PCCs for mission projects	64	-	434	434	537
Multi Academy Trust	1	-	54	54	-
Clergy for training	-	-	-	-	1
Total from restricted funds	72	17	506	523	568
Total	441	238	1,983	2,221	2,512

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

11. ALLOCATION OF SUPPORT COSTS

	2016 £000	2015 £000
Resourcing ministry and mission	1,065	935
Education	251	220
Total	<u>1,316</u>	<u>1,155</u>

12. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2016 £000	Other costs 2016 £000	Total 2016 £000	Total 2015 £000
Costs of raising funds:				
Expenditure on fundraising trading (Sparrows Trading Company Limited)	433	124	557	826
Expenditure on investment management	-	239	239	225
	<u>433</u>	<u>363</u>	<u>796</u>	<u>1,051</u>
Charitable activities:				
Activities undertaken directly	1,806	15,350	17,156	16,500
Grant funding of activities	-	2,221	2,221	2,512
				11
Support costs (note 11)	1,035	281	1,316	1,155
Diocesan Retreat House	141	131	272	272
Education	170	358	528	344
	<u>3,152</u>	<u>18,341</u>	<u>21,493</u>	<u>20,783</u>
Other expenditure	-	-	-	215
Total	<u>3,585</u>	<u>18,704</u>	<u>22,289</u>	<u>22,049</u>

13. NET INCOME

This is stated after charging:

	2016 £000	2015 £000
Auditors remuneration		
Audit fees	24	25
Other fees	1	1
Operating lease costs in the year	246	288
Depreciation charge	139	140
Interest paid	<u>128</u>	<u>88</u>

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

14. STAFF COSTS

Employee costs during the year were as follows:

	2016 £000	2015 £000
Wages and salaries	2,773	2,801
National Insurance contributions	243	233
Pension costs (note 24)	569	638
	<u>3,585</u>	<u>3,672</u>

The average monthly number of employees was as follows:

	2016 No.	2015 No.
Support for parish ministry	78	74
Diocesan Retreat House	15	15
Secretaries to Archdeacons	7	7
Nursery staff	39	41
	<u>139</u>	<u>137</u>

The average monthly number of employees during the year expressed as full time equivalents was as follows (including casual and part-time staff):

	2016 No.	2015 No.
Support for parish ministry	65	64
Diocesan Retreat House	7	7
Secretaries to Archdeacons	4	4
Nursery staff	29	41
	<u>105</u>	<u>116</u>

The number of staff whose emoluments (including benefits in kind but excluding pension contributions) amounted to more than £60,000 were as follows:

	2016 No.	2015 No.
In the band £60,001 - £70,000	3	2
In the band £70,001 - £80,000	1	-
In the band £80,001 - £90,000	1	1
	<u>5</u>	<u>3</u>

Pension payments of £43,069 (2015: £26,572) were made for these employees.

During the year the charity made employee termination payments totaling £16,993 (2015: Nil).

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

14. STAFF COSTS (continued)

Remuneration of key management personnel

Key management personnel are deemed to be those having authority and responsibility, delegated to them by the Trustees, for planning, directing and controlling the activities of the diocese. During 2016 they were:

Chief Executive & Diocesan Secretary	John Ball
Director of Communications	Ralph Meloy
Director of Education	Revd Timothy Elbourne
Director of Finance	Mark Spraggins
Chief Accountant	Margaret Essery
Dean of Mission & Ministry	The Revd Canon Dr Roger Matthews
Director of Development and Property	Michael Minta
Pastoral Secretary	Nathan Whitehead

Remuneration, pensions and expenses for these employees amounted to £588,654 (2015: £583,032).

Clergy Stipends

The CDBF is responsible for funding, via the Church Commissioners, the stipends of licensed stipendiary clergy in the diocese, other than bishops and cathedral staff. The CDBF is also responsible for the provision of housing for stipendiary clergy in the diocese including the suffragan bishops but excluding the diocesan bishop and cathedral staff.

	2016	2015
	£000	£000
Stipends	8,075	7,995
National Insurance contributions	648	632
Pension costs - current year	1,871	1,817
- deficit reduction	1,081	1,081
	11,675	11,525
	11,675	11,525

The stipends of the Diocesan Bishop and three Suffragan Bishops are funded by the Church Commissioners and are in the range £34,850 - £43,200 (2015 range £34,500 - £43,000). The annual rate of stipend, funded by the CDBF, paid to Archdeacons in 2016 was in the range £34,000 - £35,550 (2015 range £33,500 - £34,000) and other clergy who were Trustees were paid in the range £25,000 - £25,350 (2015 range £24,500 - £25,000). The CDBF provides housing for the three Suffragan Bishops, the Archdeacons and the clergy who are Trustees. The Church Commissioners provide housing for the Diocesan Bishop.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements

For the year ended 31 December 2016

14. STAFF COSTS (continued)

Trustees' emoluments

No Trustee received any remuneration for services as Trustee. The Trustees received travelling and out of pocket expenses, totaling £14,287 (2015: £14,484) in respect of General Synod duties, duties as archdeacon or area dean, and other duties as Trustees.

The following table gives details of the Trustees who were in receipt of a stipend and/or housing provided by the CDBF during the year:

	Stipend	Housing
The Rt Revd Stephen Cottrell	No	No
The Rt Revd Peter Hill	No	Yes
The Rt Revd Roger A B Morris	No	Yes
The Rt Revd John M Wraw	No	Yes
The Ven Elwin W Cockett	Yes	Yes
The Ven Annette J Cooper	Yes	Yes
The Ven David W Lowman (<i>to 31 January 2016</i>)	Yes	Yes
The Ven John Perumbalath	Yes	Yes
The Ven Wilhelmina T Smallman (<i>to 31 December 2016</i>)	Yes	Yes
The Ven Elizabeth Snowden (<i>from 13 March 2016</i>)	Yes	Yes
The Ven Martin D Webster	Yes	Yes
The Revd Canon Philip Ritchie	Yes	Yes
The Revd Penelope J Sayer	Yes	Yes
The Revd Canon Marie Segal (<i>from 14 November 2016</i>)	Yes	Yes
The Revd Canon Guy Thorburn	Yes	Yes
The Revd Louise M Williams	Yes	Yes

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

15. TANGIBLE FIXED ASSETS

Group and Company	Freehold properties £000	Office equipment £000	Other fixed assets £000	Total £000
Cost or valuation				
At 1 January 2016	215,405	1,029	889	217,323
Additions	6,321	86	-	6,407
Disposals	(1,223)	(46)	(7)	(1,276)
Revaluation surplus/(deficit)	20,976	-	-	20,976
At 31 December 2016	<u>241,479</u>	<u>1,069</u>	<u>882</u>	<u>243,430</u>
Depreciation				
At 1 January 2016	-	772	68	840
Charge for the year	-	103	36	139
On disposals	-	(40)	(1)	(41)
At 31 December 2016	<u>-</u>	<u>835</u>	<u>103</u>	<u>938</u>
Net book value				
At 31 December 2016	<u>241,479</u>	<u>234</u>	<u>779</u>	<u>242,492</u>
At 31 December 2015	<u>215,405</u>	<u>257</u>	<u>821</u>	<u>216,483</u>

If the freehold properties had not been included at valuation they would have been included under the historical cost convention as follows:

Group and Company	2016 £000	2015 £000
Cost	<u>93,481</u>	<u>87,778</u>

The freehold properties were revalued on 31 December 2016 by Strutt & Parker LLP, Chartered Surveyors on an open market existing use basis.

Revaluations

Two of the equity loans (note 19) are for the acquisition of freehold properties included above. The repayment terms are such that the amount repayable is quantified as a percentage of the sales proceeds. Accordingly, if the property is revalued the associated loan must also be restated.

The analysis of Net Gains on revaluations of fixed assets and loans is as follows:

	2016 £000	2015 £000
Revaluations of fixed assets	20,976	24,253
Revaluations of equity loans	(150)	(186)
Net gains per Statement of Financial Activities	<u>20,826</u>	<u>24,067</u>

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

16. FIXED ASSET INVESTMENTS

	Listed Investments £000	Unlisted Investments £000	Investment Property £000	2016 £000	2015 £000
At 1 January	32,453	2,471	10,564	45,488	42,772
Additions	3,939	3,360	-	7,299	7,503
Disposals	(8,730)	-	(39)	(8,769)	(4,551)
Changes in market value	3,851	446	(178)	4,119	(236)
Market Value at 31 December	<u>31,513</u>	<u>6,277</u>	<u>10,347</u>	<u>48,137</u>	<u>45,488</u>
Historic value at 31 December	<u>24,427</u>	<u>4,003</u>	<u>4,626</u>	<u>33,057</u>	<u>34,266</u>

Investments held by fund

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	Total 2016 £000
At 31 December 2016				
Listed investments	274	5,741	25,494	31,509
Unlisted investments	865	1,715	3,697	6,277
Investment property	-	226	10,121	10,347
Total	<u>1,139</u>	<u>7,682</u>	<u>39,312</u>	<u>48,133</u>

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	Total 2015 £000
At 31 December 2015				
Listed investments	3,692	6,286	22,474	32,452
Unlisted investments	-	278	2,194	2,472
Investment property	-	226	10,338	10,564
Total	<u>3,692</u>	<u>6,790</u>	<u>35,006</u>	<u>45,488</u>

The analysis of Net Gains on investments is as follows:

	2016 £000	2015 £000
Profit on disposal of investments	514	255
Changes in market value	<u>4,119</u>	<u>(236)</u>
Net gains per Statement of Financial Activities	<u>4,633</u>	<u>19</u>

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

17. DEBTORS

	Group		Company	
	2016	2015	2016	2015
	£000	£000	£000	£000
Due after more than one year				
Loan to Sparrows Trading Company Limited (see below)	-	-	738	637
Loans to parishes	222	514	222	514
Equity Loans	29	29	29	29
Other debtors	22	29	22	30
	<u>273</u>	<u>572</u>	<u>1,011</u>	<u>1,210</u>

	Group		Company	
	2016	2015	2016	2015
	£000	£000	£000	£000
Due within one year				
Trade debtors	4	11	-	-
Parish share	504	543	504	543
Charitable activities debtors	545	580	545	580
Parochial fees	120	120	120	120
Other loans and debtors	334	229	334	229
Prepayments and accrued income	579	644	575	643
	<u>2,086</u>	<u>2,127</u>	<u>2,078</u>	<u>2,115</u>

The loan to Sparrows Trading Company Limited (the company's subsidiary company) was initially agreed in July 2013. The interest rate payable is CPI+3%. The loan is repayable on 31 July 2023 although interim repayments are allowed without penalty. In March 2016 the CDBF agreed to extend the loan facility to £820,000 together with an additional cash flow facility of £80,000 to assist where there was a delay in receiving childcare funding from Local Authorities.

The loan falls due for repayment in more than 5 year (2015: 5 years) time.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

18. CREDITORS: Amounts falling due within one year

	Group		Company	
	2016	2015	2016	2015
	£000	£000	£000	£000
Bank loans and overdrafts (note 19)	387	262	387	262
Trade creditors	276	236	255	220
Other taxation and social security	74	64	71	57
Closed Schools - amounts held pending determination	937	937	937	937
Devolved Formula Capital	748	658	748	658
Pension contributions (note 24)	1,320	1,302	1,320	1,302
Other creditors	20	3	14	-
Accruals and deferred income	890	1,221	876	1,204
Grants accrued (note 10)	868	955	868	955
	5,520	5,638	5,476	5,595

	Group	Company
	£000	£000
Deferred income		
Deferred income at 1 January 2016	72	63
Resources deferred during the year	86	82
Amounts released from previous years	(72)	(63)
Deferred income at 31 December 2016	86	82

Devolved Formula Capital is capital funding received from the government and held on behalf of schools.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements

For the year ended 31 December 2016

19. CREDITORS:

Amounts falling due after more than one year

	Group		Company	
	2016	2015	2016	2015
	£000	£000	£000	£000
Bank loans	6,366	3,615	6,366	3,615
Equity loans	915	765	915	765
	<u>7,281</u>	<u>4,380</u>	<u>7,281</u>	<u>4,380</u>

National Westminster Bank Plc has made available mortgage facilities to fund the purchase of houses for curates. In total the joint balance stands at £6.753m at the year end. The mortgages, which are secured on certain of the freehold properties, are repayable over 24 years, with repayments starting 13 months after drawdown.

In January 2017 the bank agreed a new facility of £10m and the existing loans were repaid. The new facility will be repayable in full at the end of 5 years.

Equity loans are made available by the Church Commissioners to assist with provision of housing for curates and other ministers. The terms are that the loan is repayable if the property is sold or ceases to be used for the purpose under which the loan was granted. The amount repayable to the Church Commissioners is the proportion of the current value of the property that the loan bore to the original purchase cost. Most loans incurred interest initially at 3% per annum but the rate thereafter varies with inflation: the average interest rate on these loans is 6%.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

20. SUMMARY OF FUND MOVEMENTS

	Brought Forward £000	Income £000	Expenditure £000	Transfers in/out £000	Gains/ (Losses) £000	Carried Forward £000
Designated funds						
Houses fund	17,414	61	-	(150)	2,011	19,336
Allchurches Trust	327	135	(237)	-	-	225
Strategic Change Mission	403	-	(65)	(30)	-	308
Opportunities	587	573	(282)	-	76	954
Young Vocations project	54	3	(37)	-	-	20
Diocesan Retreat House refurbishment	-	-	-	338	-	338
Turnaround Project	-	225	(222)	-	-	3
Closed Churches	41	-	-	-	-	41
	<u>18,826</u>	<u>997</u>	<u>(843)</u>	<u>158</u>	<u>2,087</u>	<u>21,225</u>
General funds						
General Fund	2,820	20,975	(19,524)	(1,068)	24	3,227
Subsidiary company	(648)	459	(557)	(23)	-	(769)
	<u>2,172</u>	<u>21,434</u>	<u>(20,081)</u>	<u>(1,091)</u>	<u>24</u>	<u>2,458</u>
Total Unrestricted funds	<u>20,998</u>	<u>22,431</u>	<u>(20,924)</u>	<u>(933)</u>	<u>2,111</u>	<u>23,683</u>
Endowment funds						
Stipends Fund capital	55,359	-	(87)	1,220	6,263	62,755
Parsonage Houses	163,314	-	-	(350)	15,951	178,915
Permanent Endowment	2,086	-	-	-	229	2,315
	<u>220,759</u>	<u>-</u>	<u>(87)</u>	<u>870</u>	<u>22,443</u>	<u>243,985</u>

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

20. SUMMARY OF FUND MOVEMENTS (continued)

	Brought Forward £000	Income £000	Expenditure £000	Transfers in/out £000	Gains/ (Losses) £000	Carried Forward £000
Restricted funds						
Diocesan Board of Education	4,801	625	(428)	23	656	5,677
Diocesan Retreat House	89	222	(271)	40	3	83
The London Over the Border Council	2,011	548	(544)	-	246	2,261
Lent Appeal	-	25	(18)	-	-	7
Refugee Appeal	99	8	(17)	-	-	90
	<u>7,000</u>	<u>1,428</u>	<u>(1,278)</u>	<u>63</u>	<u>905</u>	<u>8,118</u>
Total of funds	<u>248,757</u>	<u>23,859</u>	<u>(22,289)</u>	<u>-</u>	<u>25,459</u>	<u>275,786</u>

SUMMARY OF FUNDS

	Brought Forward £000	Income £000	Expenditure £000	Transfers in/out £000	Gains/ (Losses) £000	Carried Forward £000
Designated funds	18,826	997	(843)	158	2,087	21,225
General funds	2,172	21,434	(20,081)	(1,091)	24	2,458
	<u>20,998</u>	<u>22,431</u>	<u>(20,924)</u>	<u>(933)</u>	<u>2,111</u>	<u>23,683</u>
Endowment funds	220,759	-	(87)	870	22,443	243,985
Restricted funds	7,000	1,428	(1,278)	63	905	8,118
	<u>248,757</u>	<u>23,859</u>	<u>(22,289)</u>	<u>-</u>	<u>25,459</u>	<u>275,786</u>

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

20. SUMMARY OF FUND MOVEMENTS (continued)

Designated Funds:	
Houses fund	This fund represents monies allocated to clergy housing
Allchurches Trust	This fund represents grants received from Allchurches Trust and is to be distributed at the discretion of the Bishop of Chelmsford
Strategic Change	This fund represents monies allocated for strategic change, predominantly the Transforming Presence programme
Mission Opportunities Fund	This fund represents monies allocated for new mission initiatives
Young Vocations Project	This fund represents monies allocated for the Young Vocations Project also known as Chelmsford Encounter
Diocesan Retreat House refurbishment	This fund represents monies allocated to improve facilities at the Retreat House
Turnaround Project	This fund represents monies allocated to a 'turnaround' project to improve mission and financial performance
Closed Churches	This fund represents proceeds from the sale of closed churches which has been set aside to cover future costs arising on other churches in the diocese closed for public worship
General Funds:	
General Fund	This fund is available for any purpose within the objects of CDBF
Subsidiary Company	This represents the balance of expenditure over income in the subsidiary company, Sparrows Trading Company Limited
Endowment Funds:	
Expendable endowment Stipends Fund Capital	This fund is governed by the Diocesan Stipends Measure 1953. The income of the fund can only be used for clergy stipends
Parsonage Houses	This fund represents the value of all the benefice houses (parsonages) in the Diocese
Permanent endowments	The income of these funds is available to be spent within the General Funds

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

20. SUMMARY OF FUND MOVEMENTS (continued)

Restricted Funds:

Diocesan Board of Education

The Diocesan Board of Education is an unincorporated body constituted in accordance with the Diocesan Boards of Education Measure 1991 (No.2). This includes the pooled sale proceeds of closed church schools and the unspent balance of the grant received from the Hockerill Educational Foundation

Lent Appeal and Refugee Appeal

These funds represent income from the Bishop's Lent or Refugee Appeals respectively

Diocesan Retreat House

The Diocesan Retreat House at Pleshey is operated as a separate activity. Under the terms of the trust for the Retreat House, all income must be expended within the centre and, therefore, this is treated as a restricted fund within CDBF's accounts

The London Over the Border Council

The Council is instituted to administer specific funds for the benefit of parishes within five specified deaneries of the Diocese

Analysis of transfers between funds

	General Funds £000	Designated Funds £000	Endowment Funds £000	Restricted Funds £000
From Parsonage Houses Fund to Designated Houses Fund on Pastoral Scheme - property transferred	-	350	(350)	-
From Designated Houses Fund to Diocesan Retreat House refurbishment *	-	(500)	-	-
From Designated Houses Fund to Diocesan Retreat House refurbishment *	-	500	-	-
From Strategic Change to Diocesan Retreat House **	-	(30)	-	30
From General Fund to Stipends Endowment in respect of the reduction of the pension deficit	(1,220)	-	1,220	-
From Designated Houses Fund General Fund for building works undertaken	162	(162)	-	-
From General Fund to Diocesan Retreat House **	(10)	-	-	10
From General Fund to the Diocesan Board of Education for subsidiary interest	(23)	-	-	23
Total	(1,091)	158	870	63

Note:

* to assist in funding refurbishment works

** grants for operating purposes

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Endowment funds 2016 £000	Total funds 2016 £000	Total funds 2015 £000
Tangible fixed assets	29,907	290	212,295	242,492	216,483
Fixed asset investments	1,143	7,682	39,312	48,137	45,488
Debtors due after more than one year **	(472)	745	-	273	572
Current assets	3,185	1,357	1,188	5,730	5,682
Creditors due within one year	(2,434)	(1,956)	(1,130)	(5,520)	(5,637)
Creditors due in more than one year	(7,281)	-	-	(7,281)	(4,380)
Defined benefit pension scheme liabilities	(365)	-	(7,680)	(8,045)	(9,451)
Total	23,683	8,118	243,985	275,786	248,757

** this reflects the inter-company loan from CDBF to its subsidiary out of restricted Education funds excluded on consolidation.

22. CONTINGENT LIABILITIES

There were no contingent liabilities at the balance sheet date.

23. CAPITAL COMMITMENTS

At 31 December 2016 the group and company had capital commitments as follows:

	Group		Company	
	2016 £000	2015 £000	2016 £000	2015 £000
Contracted for but not provided in these financial statements	599,000	665,000	599,000	665,000

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

24. PENSIONS

The group participates in four pension schemes:

- A. Church of England Funded Pensions Scheme
- B. Church Workers Pension Fund DBS
- C. Church Workers Pension Fund Pension Builder
- D. Teachers Pension Scheme

The Church of England Funded Pensions Scheme (CEFPS) and the Church Workers Pension Fund (CWPF) are multi-employer last man standing defined benefit pension schemes for which the CDBF is unable to identify its share of the underlying assets and liabilities as each employer is exposed to actuarial risks associated with the current and former employees of other entities participating in the scheme. For multi-employer schemes where this is the case, paragraph 28.11 of FRS102 requires the CDBF to account for pension costs on the basis of contributions actually payable to the scheme in the year and, where contributions are affected by a surplus or deficit in the scheme, to disclose information about the surplus or deficit and the implications of the surplus or deficit for the CDBF. A valuation of each scheme is carried out once every three years.

A. Church of England Funded Pensions Scheme (CEFPS) - the Clergy defined benefit pension scheme

CDBF participates in the CEFPS for stipendiary clergy. This scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

Each participating employer in the scheme pays contributions at a common contribution rate applied to pensionable stipends.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This means it is not possible to attribute the Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SOFA in the year are contributions payable towards benefits and expenses accrued in that year, plus any impact of deficit contributions (see below).

A valuation of the Scheme is carried out once every three years. The most recent Scheme valuation completed was carried out at 31 December 2015. The 2015 valuation revealed a deficit of £236m, based on assets of £1,308m and a funding target of £1,544m, assessed using the following assumptions:

- ◆ An investment strategy of:
 - for investments backing liabilities for pensions in payment, an allocation to gilts of 33% from the valuation date until 31 December 2019 and thereafter increasing linearly to 70% by 31 December 2030; and
 - a 100% allocation to return-seeking assets for investments backing liabilities prior to retirement;
- ◆ Investment returns equivalent to 2.6% p.a. on gilts and 4.6% p.a. on return-seeking assets;
- ◆ RPI inflation of 3.2% p.a. (and pension increases consistent with this);
- ◆ Increase in pensionable stipends of 3.2% p.a.;
- ◆ Mortality in accordance with 80% of the S2NMA and S2NFA tables, with allowance for improvements in mortality rates in line with the CMI 2015 core projections, with a long term annual rate of improvement of 1.5%.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

24 PENSIONS (continued)

Following the 31 December 2015 valuation, a recovery plan was put in place until 31 December 2025 and the deficit repair contributions payable (as a percentage of pensionable stipends) are set out in the table below. Contributions since 2015 are shown for reference.

	January 2015 to December 2017	January 2018 to December 2025
% of pensionable stipends		
Deficit repair contributions	14.1%	11.9%

As at December 2014 and December 2015 the deficit repair contributions payable under the recovery plan in force were 14.1% of pensionable stipends until December 2025.

For senior office holders, pensionable stipends are adjusted in the calculations by a multiple, as set out in the Scheme's rules.

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The movement in the provision is as follows:

	2016 £000	2015 £000
Balance sheet liability at 1 January	10,002	11,215
Deficit contribution paid	(1,102)	(1,081)
Interest cost (recognised in SOFA)	236	246
Remaining change to the balance sheet liability* (recognised in SOFA)	(354)	(378)
Balance sheet liability at 31 December	<u>8,782</u>	<u>10,002</u>

* Comprises change in agreed deficit recovery plan and change in discount rate between year-ends.

This liability represents the present value of the deficit contributions agreed as at the accounting date and has been valued using the following assumptions set by reference to the duration of the deficit recovery payments:

	December 2016	December 2015	December 2014
Discount rate	1.5% pa	2.5% pa	2.3% pa
Price inflation	3.1% pa	2.4% pa	2.7% pa
Increase to total pensionable payroll	1.6% pa	0.9% pa	1.2% pa

The legal structure of the scheme is such that if another employer fails, the CDBF could become responsible for paying a share of that employer's pension liabilities.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

24 PENSIONS (continued)

B. Church Workers Pension Fund (CWPF) - lay workers Defined Benefits Scheme

The CDBF(Defined Benefits Scheme) participates in the Defined Benefits Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The CWPF has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014 (see section C below). The Defined Benefits Scheme ("DBS") section of the CWPF provides benefits for lay staff based on final pensionable salaries.

For funding purposes, the DBS is divided into sub-pools in respect of each participating employer as well as a further sub-pool, known as the Life Risk Pool. The Life Risk Pool exists to share certain risks between employers, including those relating to mortality and post-retirement investment returns.

The division of the DBS into sub-pools is notional and is for the purpose of calculating ongoing contributions. They do not alter the fact that the assets of the DBS are held as a single trust fund out of which all the benefits are to be provided. From time to time, a notional premium is transferred from employers' sub-pools to the Life Risk Pool and all pensions and death benefits are paid from the Life Risk Pool.

It is not possible to attribute the scheme's assets and liabilities to specific employers, since each employer, through the Life Risk Pool, is exposed to actuarial risks associated with the current and former employees of other entities participating in the DBS. The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102 and as such contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SOFA in the year are contributions payable towards benefits and expenses accrued in that year, plus any impact of deficit contributions (see below).

If, following an actuarial valuation of the Life Risk Pool, there is a surplus or deficit in the pool and the Actuary so recommends, further transfers may be made from the Life Risk Pool to the employers' sub-pools, or vice versa. The amounts to be transferred (and their allocation between the sub-pools) will be settled by the Church of England Pensions Board on the advice of the Actuary.

A valuation of the DBS is carried out once every three years, the most recent having been carried out as at 31 December 2013. In this valuation, the Life Risk Section was shown to be in deficit by £4.9m and £4.3m was notionally transferred from the employers' sub-pools to the Life Risk Pool. This increased the CDBF contributions that would otherwise have been payable. The overall deficit in the DBS was £12.9m.

Following the valuation, the CDBF has entered into an agreement with the CWPF to pay a contribution rate of 31.1% of pensionable salary and expenses of £10,400 per year. In addition deficit payments of £187,646 per year have been agreed for 4.75 years from 1 April 2015 in respect of the shortfall in the CDBF sub-pool. This obligation has been recognised as a liability within the CDBF's financial statements.

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Notes to the financial statements For the year ended 31 December 2016

24 PENSIONS (continued)

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The movement in the provision is set out below:

	2016	<i>2015</i>
	£000	<i>£000</i>
Balance sheet liability at 1 January	718	<i>1,266</i>
Deficit contribution paid	(188)	<i>(188)</i>
Interest cost (recognised in SOFA)	11	<i>21</i>
Remaining change to the balance sheet liability*(recognised in SOFA)	12	<i>381</i>
Balance sheet liability at 31 December	553	<i>718</i>

* Comprises change in agreed deficit recovery plan and change in discount rate between year-ends.

This liability represents the present value of the deficit contributions agreed as at the accounting date and has been valued using the following assumptions, set by reference to the duration of the deficit recovery payments:

	December 2016	December 2015	December 2014
Discount rate	0.90% pa	1.8% pa	1.8% pa

The legal structure of the scheme is such that if another employer fails, the CDBF could become responsible for paying a share of that employer's pension liabilities.

The next valuation of the scheme is being carried out as at 31 December 2016.

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
For the year ended 31 December 2016

24 PENSIONS (continued)

C. Church Workers Pension Fund (CWPF) Pension Builder Classic and PB2014

The CDBF (PB 2014) participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The CWPF has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This means it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable.

A valuation of the scheme is carried out once every three years. The most recent scheme valuation completed was carried out as at 31 December 2013. This revealed, on the ongoing assumptions used, a surplus of £0.5m. There is no requirement for deficit payments at the current time.

Pension Builder 2014 will be valued in relation to the lump sum payable to members at normal pension age. There are no annual pension benefits. Pension Builder 2014 commenced in February 2014 so the first full valuation of that section will be carried out at the next CWPF valuation date, 31 December 2016.

The liability at 31 December 2016 was £30,000 (2015: £33,000).

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Notes to the financial statements For the year ended 31 December 2016

24 PENSIONS (continued)

D. Teachers Pension Scheme (TPS)

The Teachers Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pensions Regulations (2010) and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014.

The TPS is an unfunded scheme and members contribute on a 'pay as you go' basis. These contributions along with those made by employers are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

Valuation of the Teachers' Pension Scheme

Not less than every four years the Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury. The aim of the review is to specify the level of future contributions. Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2012 and in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education on 9 June 2014. The key elements of the valuation and subsequent consultation are:

- employer contribution rates set at 16.48% of pensionable pay including a 0.08% employer administration charge (currently 14.1%);
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million, giving a notional past service deficit of £14,900 million;
- an employer cost cap of 10.9% of pensionable pay will be applied to future valuations.
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%.

During the previous year the employer contribution rate was 14.1%. The TPS valuation for 2012 determined an employer rate of 16.4% which was payable from September 2015. The next valuation of the TPS will be as at March 2016, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

The employer's pension costs paid to TPS in the period amounted to £51,224 (2015: £49,599)

A copy of the valuation report and supporting documentation is on the Teachers Pension Website (www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx).

Under the definitions set out in FRS102, the TPS is a multi-employer pension scheme. The charity has accounted for its contributions as if it were a defined contribution scheme. The charity has set out above the information available on the scheme.

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Notes to the financial statements For the year ended 31 December 2016

24 PENSIONS (continued)

The summary of all the schemes liabilities at 31 December is:

Amounts falling due within one year

	Group		Company	
	2016	2015	2016	2015
	£000	£000	£000	£000
Church of England Funded Pensions Scheme	1,102	1,081	1,102	1,081
Church Workers Pension Fund DBS	188	188	188	188
Church Workers Pension Fund Pension Builder Classic and PB2014	30	33	30	33
Total	1,320	1,302	1,320	1,302

Amounts falling due after more than one year

	Group		Company	
	2016	2015	2016	2015
	£000	£000	£000	£000
Church of England Funded Pensions Scheme	7,680	8,921	7,680	8,921
Church Workers Pension Fund DBS	365	530	365	530
Total	8,045	9,451	8,045	9,451

The Chelmsford Diocesan Board of Finance

Notes to the financial statements For the year ended 31 December 2016

25. OPERATING LEASE COMMITMENTS

At 31 December 2016 the group had annual commitments under non-cancellable operating leases as follows:

Group	Land and buildings	
	2016	2015
	£000	£000
Expiry date:		
Within 1 year	92	97
Between 2 and 5 years	73	103
After more than 5 years	16	26
Total	181	226

At 31 December 2016 the company had annual commitments under non-cancellable operating leases as follows:

Company	Land and buildings	
	2016	2015
	£000	£000
Expiry date:		
Within 1 year	62	57

26. RELATED PARTY TRANSACTIONS

Transactions between Sparrows Trading Company Limited and the CDBF were as follows:

	2016	2015
	£000	£000
Amount owing at 1 January	637	387
Loan advanced to Sparrows Trading Company Limited during the year	101	250
Amount owing at 31 December	738	637

Sparrows Trading Company Limited paid £23,000 (2015: £17,000) to the CDBF in respect of interest on the loan (notes 5,17,20).

The Chelmsford Diocesan Board of Finance

Notes to the financial statements
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27. POST BALANCE SHEET EVENTS

There were no post balance sheet events that need to be reported.

28. CAPITAL EXPENDITURE ON VOLUNTARY AIDED SCHOOLS

CDBF received funding on behalf of schools from the Department for Education, local authorities and from school governing bodies to finance building work amounting to £1,952,000 (2015: £2,057,000).

These funds were then utilised to pay for school building improvement works. Neither the income nor the expenditure are included in these accounts.

29. FUNDS HELD AS CUSTODIAN TRUSTEE

CDBF acts as Diocesan Authority or custodian trustee for many trust funds by virtue of the Parochial Church Councils (Powers) Measure 1956 and the Incumbents and Churchwardens (Trusts) Measure 1964 where the managing trustees are parochial church councils and others. Assets held in this way are not aggregated in these financial statements as the CDBF does not control them.

The financial assets held in this way may be summarised as follows:

	2016 £000	2015 £000
CBF Church of England Investment Fund income shares	6,624	5,882
CBF Church of England Investment Fund accumulation shares	576	500
CBF Church of England Fixed Interest Securities Fund shares	282	342
CBF Church of England Property Fund shares	3	3
COIF income and accumulation shares	509	458
Other common investment fund holdings (M&G)	1,166	910
Direct holdings in UK equities	480	513
CBF Church of England Deposit Fund	5,019	5,719
	14,659	14,327