

Charity Number: 1134816

The Parochial Church Council  
Of The  
Ecclesiastical Parish of St. Peter, Selsey  
  
Accounts  
For The Year Ended 31<sup>st</sup> December 2016

The Parochial Church Council  
Of The  
Ecclesiastical Parish of St. Peter, Selsey

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# **The Parochial Church Council Of The Ecclesiastical Parish of St. Peter, Selsey**

## **Trustees' Annual Report For The Year Ended 31<sup>st</sup> December 2016**

The Trustees present their report with the financial statements of the Charity for the year ended 31<sup>st</sup> December 2016.

### **Governing Document**

The Charity is governed by the approved governing document as issued by the Church of England. Its objects are the promotion in the ecclesiastical parish of the whole mission of the Church.

### **Activities**

The activities of the Charity are regular public worship, open to all. The provision of a sacred space for personal prayer and contemplation; pastoral work, including visiting the sick and bereaved; teaching of Christianity through sermons, courses and small groups; taking religious assemblies in schools; the promotion of Christianity through the staging of events and meetings, and the distribution of literature; promoting the whole mission of the Church through the provision of activities for senior citizens, parents, children and other groups. Supporting other charities in the UK and overseas.

### **Trustees**

Trustees throughout the year were:

Mrs S Barker	Deanery Synod Representative and Church Warden
J Bolt	Co-Opted 2016
T Bromfield	
Mrs K Bromley	Co-Opted as Treasurer
Mrs E Chapman	
Mrs P Cooper	Appointed April 2016
Mrs M Davies	Appointed April 2016
Mrs R Flower	Retired April 2016
M Formby	Church Warden
N Hoggarth	Deanery Synod Representative
Mrs V Holloway	Retired and Re-Appointed April 2016
Mrs F Jones	
Mrs J Leclere	Retired and Co-Opted as Secretary April 2016
M Leclere	
R Porter	
Mrs M Turner	Retired April 2016
Mrs N Wheeler	
Rev A Wilkes	
Mrs K Wiseman	Appointed April 2016
M Wiseman	Appointed April 2016
R Wiseman	Appointed Assistant Church Warden April 2016
Mrs K Woodgate	Deanery Synod Representative
Mrs A Yekta-Lane	Retired

### **Review of the Year**

The year 2016 marked the 150<sup>th</sup> Anniversary of the dedication of St Peter's Church on its present site, having been moved two miles from Church Norton in 1866. This event was marked by local publicity, a concert by David Flood, a celebratory meal with entertainment, and a special Service of Dedication held on 12<sup>th</sup> April.

The PCC has continued to attempt to redress the short fall in income by placing greater emphasis on planned giving schemes and encouraging the use of Gift Aid. Despite a modest increase in overall giving and the positive contributions of fund raising events, the general trend is towards a continuing deficit. The PCC will look carefully to see where we can save money in the future.

## **The Parochial Church Council Of The Ecclesiastical Parish of St. Peter, Selsey**

### **Trustees' Annual Report For The Year Ended 31<sup>st</sup> December 2016**

#### **Review of the Year (Continued)**

The churchyard at Church Norton, for which the PCC is responsible, continues to be well maintained by a willing group of volunteers. The available space in front of the lych-gate has almost been used up and within the next twelve months we anticipate making use of the extra space created by groundwork carried out in 2015.

The church's lively calendar of social events has continued into 2016 with, in addition to the 150<sup>th</sup> Anniversary celebrations, our Spring and Christmas fairs, as well as a visit to Walsingham in July. The success of a concert performed by Off-Centre Singers has led the PCC to explore further uses of the church for similar musical events in the future.

The PCC is hugely grateful to those who remember St Peter's Church in their wills and we continue to pray that our request for financial assistance will be reflected in gifts of legacies.

#### **Key Aims and Objectives for 2016**

St Peter's Church aims to continue to fulfil its role as the parish church to the people and community of Selsey. We will provide a safe space in which people can find daily a sense of peace and quiet.

We will offer a weekly programme of services ranging from the traditional service of Holy Communion according to the Book of Common Prayer (1662) as well as more modern services using Common Worship. We offer regular supervision and teaching for children in Key Stage 1 & 2 through Keys, our Sunday School, as well as through our monthly meeting of Messy Church.

We will continue to provide the community with the occasional services of baptisms, weddings and funerals, as well as offering pastoral visits for the housebound and those residing in care homes.

St Peter's Church highly values its connection with the local RNLI station and the rector continues to provide support in his role as chaplain to the crew and their families.

We will continue to develop our website and associated media in an attempt to appeal to, and interact with, the younger people of the wider community.

2017 has been designated the Year of the Bible in Chichester Diocese and we hope to encourage meaningful engagement with the Bible, through the provision of reading schemes and magazine articles together with regular teaching and preaching.

#### **Mission Statement**

Our aims are; to live out the Gospel and to make present the Kingdom in and through the power of the Holy Spirit; and to be an authentic Acts 2:42 church: 'They devoted themselves to the apostles' teaching, to the fellowship, to the breaking of bread, and to prayer.'

Our vision is for the growth of our community, particular among children and young people, through the provision of a safe and loving environment.

#### **Reserves Policy**

Good management of a church's finances require parishes to prioritise expenditure. Payments critical to activities directly relating to the work of the church, such as salaries or parish share, should not be missed in order to maintain a pre-defined level of reserves.

**The Parochial Church Council Of The  
Ecclesiastical Parish of St. Peter, Selsey**

**Trustees' Annual Report  
For The Year Ended 31<sup>st</sup> December 2016**

**Reserves Policy (continued)**

The Church of England has recommended a reserve figure of 2-3 months of expenditure and accordingly the reserve figure has been set at £25,000.

Although a stewardship campaign this year has increased donations and some new initiatives are starting to bear fruit a further decrease of our reserves has occurred. Grant applications are being actively researched and applications are expected to be made next year. Fundraising initiatives are also being actively explored.

**Signed on Behalf of the Board**



Chairman: Rev Andrew Wilkes



Treasurer: Mrs Karen Bromley

Date:



# **Independent Examiner's Report to The Parochial Church Council Of The Ecclesiastical Parish of St. Peter, Selsey**

I report on the accounts for the year ended 31<sup>st</sup> December 2016 which are set out on pages 4 to 9.

## **Respective Responsibilities of the Trustees and the Examiner**

The Church Trustees are responsible for the preparation of the financial statements. The Church Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

## **Basis of the Independent Examiner's Report**

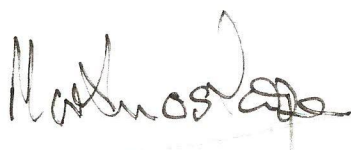
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## **Independent Examiner's Statement**

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

- 1 Which gives me reasonable cause to believe that in any material respect the requirements
  - To keep accounting records in accordance with section 130 of the 2011 Act; and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 To which, in my opinion, attention should be drawn in order to enable a proper understanding of the account to be reached.

M.O. Sharpe Esq.  
5 Bonnar Road  
Selsey  
Chichester  
West Sussex  
PO20 9AP

  
Date: 15/3/2017

**The Parochial Church Council Of The  
Ecclesiastical Parish of St. Peter, Selsey**

**Statement of Financial Activities  
For The Year Ended 31st December 2016**

	Notes	General Funds £	Restricted Funds £	Total Funds	
				2016 £	2015 £
<b>Incoming Resources</b>					
Voluntary Income	2	45,261	0	45,261	40,787
Other Voluntary Incoming Resources	3	5,225	669	5,894	6,637
Incoming Resources From Operating Activities					
To Further the PCC's Objects	4	13,924	0	13,924	20,254
To Generate Funds	5	23,738	0	23,738	21,786
Income From Investments	6	9,474	0	9,474	7,258
<b>Total Incoming Resources</b>		<u>97,622</u>	<u>669</u>	<u>98,291</u>	<u>96,722</u>
<b>Resources Expended</b>					
Costs of Generating Funds	7	13,162	0	13,162	16,666
Grants	8	-12,500	669	-11,831	2,349
Activities Directly Relating to the Work of the Church	9	99,214	0	99,214	106,347
Church Management and Administration	10	4,062	0	4,062	4,323
<b>Total Resources Expended</b>		<u>103,938</u>	<u>669</u>	<u>104,607</u>	<u>129,685</u>
Net Incoming/Outgoing Resources		-6,316	0	-6,316	-32,963
Gains and Losses on Investments		1,576	0	1,576	190
Net Movement in Funds		-4,740	0	-4,740	-32,773
Balance Brought Forward at 1st January		18,473	41,913	60,386	93,159
Balance Carried Forward at 31st December		<u>13,733</u>	<u>41,913</u>	<u>55,646</u>	<u>60,386</u>

**The Parochial Church Council Of The  
Ecclesiastical Parish of St. Peter, Selsey**

**Balance Sheet As At 31st December 2016**

	Notes	General Funds £	Restricted Funds £	Total Funds	
				2016 £	2015 £
<b>Fixed Assets</b>					
Tangible Fixed Assets	11	6,059	27,000	33,059	34,726
Investment Assets	12	12,361	14,913	27,274	25,698
		<u>18,420</u>	<u>41,913</u>	<u>60,333</u>	<u>60,424</u>
<b>Current Assets</b>					
Debtors and Prepayments	13	6,292	0	6,292	7,829
Deposit Accounts	14	7,250	0	7,250	7,712
Cash at Bank and in Hand	15	7,094	0	7,094	22,483
		<u>20,636</u>	<u>0</u>	<u>20,636</u>	<u>38,024</u>
<b>Liabilities: Amounts Falling Due Within One Year</b>	16	25,323	0	25,323	38,062
		<u>-4,687</u>	<u>0</u>	<u>-4,687</u>	<u>-38</u>
<b>Net Current Assets</b>					
		<u>-4,687</u>	<u>0</u>	<u>-4,687</u>	<u>-38</u>
<b>Net Assets</b>	17	<u>13,733</u>	<u>41,913</u>	<u>55,646</u>	<u>60,386</u>
<b>Funded By</b>					
General Funds				13,733	18,473
Restricted Funds				41,913	41,913
				<u>55,646</u>	<u>60,386</u>

Approved by the Parochial Church Council on 19<sup>th</sup> March 2017 and signed on its behalf by:



Chairman  
Rev Andrew Wilkes



Treasurer  
Mrs Karen Bromley



# **The Parochial Church Council Of The Ecclesiastical Parish of St. Peter, Selsey**

## **Notes To The Financial Statements For The Year Ended 31<sup>st</sup> December 2016**

### **1 Accounting Policies**

#### **Funds**

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. Restricted Funds are those funds which have been given to the PCC to use for specific purposes and are set out in the documentation which accompanied the funds. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body or those that are an informal gathering of church members.

#### **Incoming Resources**

##### **Voluntary Income**

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by fairs, sales and magazine sales, etc. are accounted for gross.

##### **Other Income**

Rental income from the Church Hall and from the property in Glen Crescent is recognised when the rent is due.

##### **Income From Investments**

Dividends are accounted for when due and payable. Interest entitlements are accounted for when due without accrual.

#### **Resources Expended**

##### **Activities Directly Relating to the Work of the Church**

The Diocesan Parish Share is accounted for when paid. The PCC has committed to pay 100% of its share although this does not create a legal liability.

#### **Fixed Assets**

##### **Consecrated Property and Moveable Church Furnishings**

Consecrated and beneficed property of any kind is excluded from the accounts by Section 96(2)(a) of the Charities Act 1993. Moveable church furnishings held by the Rector and Church Wardens on Special Trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the Church's inventory which can be inspected (at any reasonable time).

##### **Investments**

Investments, other than freehold investments, are valued at market value at 31<sup>st</sup> December each year and any gains or losses are recorded in the Statement of Financial Activities for that year.

##### **Current Assets**

Amounts owing to the PCC at 31<sup>st</sup> December are shown as Debtors.

##### **Restricted and Designated Funds**

The PCC resolved to operate an 'all one pot' system for the Church's funds. The effect is to use all funds not otherwise restricted or endowed as general funds with no distinction between the PCC's General and Designated Funds. All restricted amounts received are spent according to the terms of the grant.

**The Parochial Church Council Of The  
Ecclesiastical Parish of St. Peter, Selsey**

**Notes to the Financial Statements  
For The Year Ended 31st December 2016**

	General Funds £	Restricted Funds £	Total Funds	
			2016 £	2015 £
<b>2 Incoming Resources From Donors</b>				
Planned Giving				
Gift Aid Donations	29,232	0	29,232	25,171
Income Tax Recoverable	7,527	0	7,527	7,664
Other Planned Giving	3,462	0	3,462	2,282
Collections at Services (Open Plate)	4,231	0	4,231	5,670
Parish Giving Scheme	809	0	809	0
	<u>45,261</u>	<u>0</u>	<u>45,261</u>	<u>40,787</u>
<b>3 Other Voluntary Incoming Resources</b>				
Other Collections and Donations	5,225	0	5,225	4,288
Special Collections	0	669	669	2,349
	<u>5,225</u>	<u>669</u>	<u>5,894</u>	<u>6,637</u>
<b>4 Income From Operating Activities To Further the PCC's Objectives</b>				
Church Hall Lettings	5,232	0	5,232	4,190
Fees	8,692	0	8,692	16,064
	<u>13,924</u>	<u>0</u>	<u>13,924</u>	<u>20,254</u>
<b>5 Income From Operating Activities To Generate Funds</b>				
Magazine Sales and Advertising	6,166	0	6,166	7,012
Fairs and Social Events Income	17,522	0	17,522	14,774
Messy Church	0	0	0	0
Give As You Live Donations	50	0	50	0
	<u>23,738</u>	<u>0</u>	<u>23,738</u>	<u>21,786</u>
<b>6 Income From Investments</b>				
Dividends	460	0	460	543
Interest	38	0	38	169
Rental Income (Glen Crescent)	8,976	0	8,976	6,546
	<u>9,474</u>	<u>0</u>	<u>9,474</u>	<u>7,258</u>

**The Parochial Church Council Of The  
Ecclesiastical Parish of St. Peter, Selsey**

**Notes to the Financial Statements  
For The Year Ended 31st December 2016**

	General Funds £	Restricted Funds £	Total Funds	
			2016 £	2015 £
<b>7 Costs of Generating Income</b>				
Fairs and Social Events Expenses	12,784	0	12,784	10,977
Glen Crescent Maintenance	378	0	378	5,689
	<u>13,162</u>	<u>0</u>	<u>13,162</u>	<u>16,666</u>
<b>8 Grants</b>				
Missionary and Charitable Giving				
Church Overseas				
Missionary Societies	-5,500	0	-5,500	0
Relief and Development Agencies	-5,000	0	-5,000	0
Home Missions and Other Church Societies	-2,000	0	-2,000	0
Special Collections Paid	0	669	669	2,349
	<u>-12,500</u>	<u>669</u>	<u>-11,831</u>	<u>2,349</u>
<b>9 Activities Directly Relating to the Work of the Church</b>				
Ministry				
Diocesan Parish Contribution	62,530	0	62,530	67,478
Rectory Costs	3,155	0	3,155	4,034
Clergy Expenses	387	0	387	0
Church				
Running Expenses	3,324	0	3,324	3,678
Maintenance Costs	5,497	0	5,497	8,901
Magazine Costs	8,882	0	8,882	8,486
Church Hall Costs	7,366	0	7,366	6,299
Organist's Fees	4,570	0	4,570	4,275
Locum Fees	165	0	165	0
Costs of Services	2,928	0	2,928	3,073
Messy Church	160	0	160	32
Sundry Expenses	250	0	250	91
	<u>99,214</u>	<u>0</u>	<u>99,214</u>	<u>106,347</u>
<b>10 Church Management and Administration</b>				
Printing and Stationery	644	0	644	663
Website Costs	123	0	123	145
Photocopier Rental and Charges	280	0	280	224
Telephone	970	0	970	749
Bank Charges	179	0	179	253
Leasing Charges	199	0	199	281
Depreciation of Fixed Assets	1,667	0	1,667	2,008
	<u>4,062</u>	<u>0</u>	<u>4,062</u>	<u>4,323</u>



**The Parochial Church Council Of The  
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**Notes to the Financial Statements  
For The Year Ended 31st December 2016**

<b>11 Tangible Fixed Assets</b>	<b>Computer Equipmen t £</b>	<b>Office Equipment £</b>	<b>Church Hall £</b>	<b>Total £</b>
<b>Cost</b>				
Actual/Deemed at 1st January	1,214	9,188	27,000	37,402
Additions	0	0	0	0
Actual/Deemed at 31st December	<u>1,214</u>	<u>9,188</u>	<u>27,000</u>	<u>37,402</u>
<b>Depreciation</b>				
At 1st January	304	2,372	0	2,676
Charge for the Year	304	1,363	0	1,667
At 31st December	<u>608</u>	<u>3,735</u>	<u>0</u>	<u>4,343</u>
<b>Net Book Value</b>				
At At 1st January	<u>910</u>	<u>6,816</u>	<u>27,000</u>	<u>34,726</u>
As At 31st December	<u>606</u>	<u>5,453</u>	<u>27,000</u>	<u>33,059</u>
<b>12 Investment Fixed Assets</b>				
<b>Glen Crescent</b>				
Actual/Deemed Cost at 1st January and 31st December				11,500
<b>Church Norton</b>				
74 CBF Invetment Fund Income Shares			1,002	
Profit/Loss on Valuation at 31st December			111	
				<u>1,113</u>
<b>Land Sale</b>				
975 CBF Investment Fund Income Shares			13,196	
Profit/Loss on Valuation at 31st December			1,465	
				<u>14,661</u>
				<u>27,274</u>
<b>13 Debtors and Prepayments</b>	<b>General Funds £</b>	<b>Restricte d Funds £</b>	<b>Total Funds 2016 2015 £ £</b>	
Income Tax Recoverable	2,060	0	2,060	2,328
Other Debtors	4,232	0	4,232	5,501
	<u>6,292</u>	<u>0</u>	<u>6,292</u>	<u>7,829</u>



**The Parochial Church Council Of The  
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**Notes to the Financial Statements  
For The Year Ended 31st December  
2016**

	<b>General Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2016 £</b>	<b>2015 £</b>
<b>14 Cash Held on Deposit</b>				
CCLA Investment Account	7,179	0	7,179	7,146
CAF Bank Gold Account	71	0	71	566
	<u>7,250</u>	<u>0</u>	<u>7,250</u>	<u>7,712</u>
<b>15 Cash at Bank and In Hand</b>				
CAF Bank Current Account	3,523	0	3,523	16,413
Lloyds Bank Current Account	3,217	0	3,217	5,966
Cash in Hand	354	0	354	104
	<u>7,094</u>	<u>0</u>	<u>7,094</u>	<u>22,483</u>
<b>16 Liabilities: Amounts Falling Due Within One Year</b>				
Charitable Giving	0	0	0	13,000
Tax and Social Security Costs	294	0	294	513
Magazine Costs	2,703	0	2,703	3,050
Other Creditors	22,326	0	22,326	21,499
	<u>25,323</u>	<u>0</u>	<u>25,323</u>	<u>38,062</u>
<b>17 Analysis of Net Assets By Fund</b>				
Fixed Assets for Church Use	6,059	27,000	33,059	34,726
Investment Fixed Assets	12,361	14,913	27,274	25,698
Current Assets	20,636	0	20,636	38,024
Current Liabilities	-25,323	0	-25,323	-38,062
	<u>13,733</u>	<u>41,913</u>	<u>55,646</u>	<u>60,386</u>