

St John's Church Preservation Group
The Old School House
St John's Road
Kates Hill
Dudley
West Midlands
DY2 7JT

Financial Statements
Twelve months to 30 November 2017

Charity Registration number 1164822

Approved Accountancy
16a Orton Grove
Penn
Wolverhampton
West Midlands
WV4 4JN

St John's Church Preservation Group

Statement of Financial Activities

Twelve months to 30 November 2017

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St John's Church Preservation Group

Statement of Financial Activities

Twelve months to 30 November 2017

	Note	2017 (£)	2016 (£)
Incoming Resources			
Unrestricted Funds			
Voluntary income	3	6867	3,954
Investment income	3	6	19
From charitable activities	3	6873	12,665
		<hr/>	<hr/>
Total incoming resources		<u>13,746</u>	<u>16,638</u>
Resources expended			
Unrestricted funds			
Cost of generating voluntary income	4	2,629	710
Charitable expenditure	4	35,446	24,496
Governance costs	4	nil	nil
		<hr/>	<hr/>
Total resources expended		<u>38,075</u>	<u>25,206</u>
Net incoming/outgoing resources before transfers		<u>(24,329)</u>	<u>(8,568)</u>
Net movement in funds		<u>(24,329)</u>	<u>(8,568)</u>

St John's Church Preservation Group

Statement of Financial Activities

Twelve months to 30 November 2017

Represented by	2017 (£)	2016 (£)
Movement in HSBC Community Account	(6,873)	848
Movement in HSBC Money Manager Account	(17,456)	(9456)
Movement in petty cash account	nil	40
	<hr/>	<hr/>
Net movement in funds	<u>(24,329)</u>	<u>(8568)</u>

St John's Church Preservation Group

BALANCE SHEET

As at 30.11.2017

Unrestricted funds

	Note	2017 (£)	2016 (£)
Fixed Assets		<u>nil</u>	<u>nil</u>
Current Assets			
Cash at bank and in hand	9	<u>8,531</u>	<u>32,860</u>
Total Assets		<u>8,531</u>	<u>32,860</u>
Represented by:			
Funds of the charity			
Unrestricted funds		<u>8,531</u>	<u>32,860</u>

St John's Church Preservation Group

Accountant's Report

12 months to 30th November 2017

We have prepared the enclosed financial statements from the books and records provided by the trustees of the charity.

The financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2005) issued in May 2008, UK Accounting Standards and the Charities Act 2011.

The accounts have been prepared on a receipts basis.

The accounts have been prepared under the historic cost convention.

L. D. Brownlee (A.C.M.A.) (C.G.M.A) (CTA) (ATT)

9th April 2018

Approved Accountancy
16A Orton Grove
Penn
Wolverhampton
West Midlands
WV4 4JN

St John's Church Preservation Group

Twelve months to 30 November 2017

Notes to the financial statements

2 Accounting policies

Incoming resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resources;
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in the incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material.

The value placed on these resources is the estimated value to the charity of the service or facility received.

St John's Church Preservation Group

Twelve months to 30 November 2017

Notes to the financial statements

2 Accounting policies (continued)

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustee's annual report.

Expenses reimbursed to volunteers are included in the Statement of Financial Activities as costs of generating voluntary income.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity costs categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

St John's Church Preservation Group

Twelve months to 30 November 2017

Notes to the financial statements

2 Accounting policies (continued)

ASSETS

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £400. They are valued at cost or if gifted, at the value to the charity on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at the year end. Other investment assets are included at the trustee's best estimate of market value.

Stocks and work in progress

Stocks and work in progress are valued at the lower of cost or market value

Current liabilities

Amounts payable by the charity within twelve months of the balance sheet date are included in current liabilities.

St John's Church Preservation Group

Twelve months to 30.11.2017

Notes to Financial Statements

3. Analysis of incoming resources	2017 (£)	2016 (£)
Voluntary Income		
Donations	<u>6,867</u>	<u>3,954</u>
Investment Income		
Interest received	<u>6</u>	<u>19</u>
Incoming resources from Charitable activities		
Events income	609	5,845
Sales income	3,687	5,545
Recycling	214	980
Commonwealth War Graves Commission	220	220
Grants	1,942	nil
Miscellaneous income	201	75
	<hr/>	<hr/>
	<u>6,873</u>	<u>12,665</u>
Total incoming resources	<u>13,746</u>	<u>16,638</u>

St John's Church Preservation Group

Twelve months to 30 November 2017

Notes to the financial statements

4. Analysis of resources expended	2017	2016
	(£)	(£)
Costs of generating voluntary income		
Volunteer expenses	2,629	710
	<hr/>	<hr/>
	<u>2,629</u>	<u>710</u>
 Charitable expenditure		
Public Liability Insurance	9,828	10,621
Grounds and Property expenses	16,473	1,681
Rent and Utilities	7,203	7,525
Events, Meetings and Promotions	537	3,137
General administration	1,310	1,184
Telephone and internet	95	130
Miscellaneous expenses	nil	218
	<hr/>	<hr/>
	<u>35,446</u>	<u>24,496</u>
 Governance costs	<u>nil</u>	<u>nil</u>
 Total resources expended	<u>38,075</u>	<u>25,206</u>

St John's Church Preservation Group

Twelve months to 30 November 2017

Notes to the financial statements

5 Support costs

The charity has not analysed its expenses using activity categories.

6.1 Trustees expenses

The trustees received no payments for their services

6.2 Fees for independent confirmation of the accounts.

There was no independent examination of the accounts

7.0 Paid employees

7.1

Staff costs	2017 (£)	2016 (£)
Gross wages, salaries and benefits in kind	nil	nil
Employers national insurance	nil	nil
Pension costs	nil	nil
	<u>nil</u>	<u>nil</u>

7.2 Average number of full time Equivalent employees in the year

Charitable activities	<u>nil</u>	<u>nil</u>
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7.3 Pension contributions

The charity did not make pension contributions on behalf of any employees during the period

8 Grantmaking

There were no grants or donations made by the charity

St John's Church Preservation Group

Twelve months to 30 November 2017

Notes to the financial statements

9. Cash at Bank and in hand	2017 (£)	2016 (£)
HSBC Community Account	1,332	8,205
HSBC Money Manager	7,149	24,605
Cash in hand	50	50
	<u>8,531</u>	<u>32,860</u>



ST JOHN'S CHURCH PRESERVATION GROUP TRUSTEE REPORT 2016-17 (1.12.2016 to 30.11.2017)

CHARITY NAME

St John's Church Preservation Group

CHARITY REGISTRATION NUMBER

1164822

REGISTERED ADDRESS

The Old School House, St John's Road, Kates Hill, Dudley, West Midlands, DY2 7JT

TRUSTEES

Deborah Brownlee, Maria Bottley, John Poole, Margaret Whiting, Martin Horwood
Keith Jeffries resigned on 21.7.17

CONSTITUTION AND ORGANISATIONAL STRUCTURE

A Charitable Incorporated Organisation whose only voting members are its charity trustees. The constitution used is the Charity Commission Foundation Model Constitution. There are no paid employees. The charity is operated by the trustees and volunteers.

CHARITY TRUSTEES RECRUITMENT AND TRAINING.

There were no new trustees recruited during this period. Trustee training is advised by The Dudley Council for Voluntary Service and the St John's Church Expert Advisory Panel (volunteer experts in a number of fields). The Induction and Training of Trustees Policy states that training will be provided as necessary, generic compliance training for all trustees and specific training according to role in other cases.

CHARITY DECISION MAKING

Charity decisions are made by the trustees after consultation as appropriate, such as with expert advisors, volunteers, potential users and beneficiaries. There are no employees at present.

PUBLIC BENEFIT STATEMENT

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

CHARITABLE OBJECTS, OBJECTIVES, ACHIEVEMENTS AND PERFORMANCE DURING THIS PERIOD AND PUBLIC BENEFIT

The charitable objects of the charity are:

- (a) to support the restoration and preservation of St John's Church, Kates Hill, Dudley, a place of historic and architectural importance with a view to supporting Christian worship and providing a facility for greater community use;
- (b) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment;
- (c) to advance the education of the public particularly but not exclusively by (i) educating the public in different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faiths and (ii) by promoting knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths;
- (d) to further benefit the residents of Dudley and its surrounding areas particularly but not exclusively those who are unemployed or unwaged and those who are without distinction of sex,

sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare, recreation and other leisure time activities with the objective of improving the conditions of life for the residents;
(e) to advance in life and help young people through providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The objectives to achieve the charity objects during this period were:

To stabilise the church building with waterproofing and emergency repairs

During this period a contractor was found and the following works were carried out: emergency repairs to the roof. Guttering cleaned as far as could be reached. Vestry roof replaced and strengthening bar installed. Roof at side of tower replaced. Boarding up removed and acrylic sheets installed. Following these works the building was windproof and waterproof apart from slight leaks through unpainted walls.

To obtain a full condition survey that will inform future funding bids

A suitable conservation architect was identified and a full condition survey obtained. As a result of this survey an asbestos survey was also carried out and some traces were found in areas not open to the public.

A suitably qualified electrician carried out tests on all 45 circuits in the building and provided condition reports.

To humanely remove the pigeons from the building

After the roof holes were sealed the birds became very distressed but were eventually lured out with food and leaving doors wide open. They returned several times and tried to take up residence in the doorway area, but were eventually persuaded to leave the building.

The removal of the pigeons was highly significant for the use and hygiene of the building and also meant that the daily covering and uncovering of the pews and altar area with large plastic sheets was no longer needed and this saved a great deal of volunteer time.

To keep the building open for the public seven days a week for the lighting of remembrance candles, private prayer, general viewing and restoration watch

The building was kept open 365 days including Christmas Day. Visitor count for this period 3,010.

To continue with development and maintenance of the adjoining 5 acres of graveyard and nature reserve

More planting and path construction carried out, and a start made on the first nature pool.

To continue with key annual St John's community events and create more community events

The following annual events were started or continued:

St Georges Day

The Church Birthday (27th July)

Annual Bonfire

Annual Remembrance Saturday

Annual Christmas event. This year we extended the free gifts from Santa to the adults as well and this was received with delight and will be continued.

Other events:

Regular weekend fundraising sales (themed)

Breakfast meeting hosted for local organisations

Open house for musicians to play/rehearse anytime when other events not on

To raise funds

We were unable to raise as many funds as we would have liked, due to depleted events team and workload with contractors in the church. However we received some generous donations from well wishers to assist during this difficult and busy year.

Achievements during this period:

Objectives for this year were achieved or work was in progress to achieve them at year end

The church building is now stabilised from further interior water damage and a highly detailed condition survey obtained

Visitors continued to call regularly although incoming donations from them was disappointing

A start was made on our regular giving scheme which attracted some support.

95 volunteers (including Job Centre work experience placements) carried out 10,559 hours of volunteering. 31 volunteers had continued with the charity at the end of this period.

Note: of necessity the first few years of the project will involve making the building fit for use, with the community activity increasing over time. The building is on the English Heritage Buildings at Risk register.

Performance during this period

A further trustee became mainly inactive due to waiting for a double lung transplant.

We continue to be highly praised for our maintenance of the beautiful 2.5 acre graveyard and we continue to prepare the adjoining nature reserve for full public opening

Volunteer recruitment has proved difficult again in line we believe with other charities in the area with similar problems, but the volunteer team in place work very hard and are a credit to themselves and the project

Visitor count was satisfactory at 3,010 over the year, naturally we aim to build on this

The church building is now stabilised and providing a great base from which to move the project on. This took up the majority of our effort this year.

Health problems with trustees and the death of our accountant contributed to a delay in essential governance which is now being brought up to date.

Trustees have agreed that if necessary the church will sometimes have to operate on a 'ring for access' board in order to allow office time in between visitors and no further delays in essential paperwork. The church will remain open seven days a week. In warmer weather an office area has also been created in the church which will enable administration to be carried out whilst keeping the church open. This will make the best use of volunteer time.

Public benefit during this period

The church remained open seven days a week and this was appreciated greatly by visitors. We continued to provide much assistance with family history research and finding family graves.

We improved the public hospitality area which now seats 50.

We improved the private prayer area with cushions and a selection of suitable reading material.

We also installed a prayer slip board in addition to the remembrance slip board.

We provide newspapers to encourage people to use the church as a regular drop in.

The social events were very well received and we have opened up toilets in our adjoining building which increases the scope for more events next year.

The graveyard was maintained as a place of peace and sanctuary, and also for healthy exercise and is extensively used by local people. We have made an area of the hospitality area dog friendly to encourage dog walkers to come in for coffee and company.

The entrance to the church now has a community notice board and local organisations use this to promote local events and facilities free of charge. This is the start of our future Community Information Point.

RISK ASSESSMENT

Trustees carry out ongoing organisational risk review and risk assessments are routinely carried out for events and activities.

Procedures are in place to manage risks identified.

FINANCIAL REVIEW- BANKERS, RESERVES, FUNDING SOURCES, HOW FUNDING HAS SUPPORTED THE KEY OBJECTIVES

Banker:

HSBC

226 High Street

Dudley

West Midlands

DY1 1PQ

There were opening funds of £24,604.74

Reserves policy is 10% of non ringfenced funds to be held as reserve.

Due to the dire condition of the building, and the slowness and unpredictability of obtaining grant funding, trustees agreed in the short term to use reserves for emergency repairs and rebuild reserves after the building is stabilised.

£13,250.52 was spent on church restoration during this period and £604.34 on running costs.

Insurance and other legal compliance cost £9828.10.

Income during 2016-17 was £13,741.09 achieved from donations, events income and sales income (jumble sales), and recycling.

Funds were transferred from reserves and £7148.74 was carried forward to 2017-18 year.

FUTURE ACTIVITIES, AIMS AND KEY OBJECTIVES

Objectives for 2017-18

Business Plan to be revised for period 2018-20

Fundraising to restore funds and reserves used for emergency repairs in the first two years; including bid writing, formation of the Friends of St John's, loose change collection scheme, appeals, events and an Ebay shop.

Priorities for available funds will be asbestos removal, electrical works, building works in accordance with the condition survey

Feasibility to be carried out on development of the undercroft, organ restoration, viewing lift from the tower, external effect lighting, re-installation of the historic windows, creation of local history museum in the galleries and history research centre in the vestry

Nature reserve to be completed and opening ceremony

Dialogue to be started with the Diocese of Worcester regarding the six Anglican services a year allowed in the church within the lease arrangement, there have been many enquiries about this
Feasibility to be undertaken regarding use of the charity's jumble sale room and storage area in the adjoining St John's School as a space for community meetings and groups – refurbishment to be costed

Feasibility into Community Information Point to be undertaken, to include advocacy service for users

Increase the number of key community annual events and facilitate workshops and formation of community groups

Introduce formal volunteer recognition procedures

This completes the 2016-17 Annual Trustee Report.