

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK
(Registered Charity No. 1130280)

ANNUAL REPORT
AND
FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

Incumbent:	The Reverend Matthew Peat
Address:	Whitkirk Vicarage 386 Selby Road Whitkirk Leeds LS15 0AA
Bank:	Yorkshire Bank Plc Crossgates Branch 10 Austhorpe Road Leeds LS15 8DL
Investment Managers:	CCLA Investment Management Ltd The CBF Church of England Funds 80 Cheapside London EC2V 6DZ
Independent Examiner:	White Rose Accounting for Charities Castlemere Castle Lane Penistone S36 6AN

Aims and Purposes

St Mary's Church Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

As part of the Church of England, the Parish Church of St Mary's, Whitkirk aims to be a Christian presence in the community by proclaiming the good news of God's kingdom through;

- Prayer and worship
- Trusting in God: Father, Son and Holy Spirit
- Teaching, baptizing and nurturing in faith
- Fellowship and acts of loving service
- Stewardship and concern for justice

The PCC is also responsible for the maintenance of the fabric of the Grade I listed church building and the Church Hall.

Objectives and Activities

As a registered charity the PCC have taken note of the Charity Commission's guidance on public benefit, particularly the specific guidance in respect of the advancement of religion.

The PCC is committed to enabling as many people as possible to worship at the Church, and to become part of the life of the wider community. The PCC maintains an overview of worship within the parish and considers how the services meet the spiritual requirements of the differing groups in the area.

Our Vision Statement is;

'Where all find a welcome and are nurtured in their journey with Christ'
Regular Worship and Attendance Information

Each Sunday there is a Said Eucharist at 8.30am and a Sung Eucharist at 10.00am.

Once a month, Choral Evensong is held at 6.00pm.

There is a Said Eucharist each Wednesday and Friday morning.

Apart from Mondays and Friday evenings the church is open for the daily offices of Morning & Evening prayer.

The sacrament of Holy Baptism is administered once a month, except in Lent and Advent, usually at a separate service at 12.00pm

On a monthly basis we continue to have a Play and Praise service for parents with pre-school children.

Messy Church, aimed at the needs of families with young children, continues to see regular attendances. Sessions are held in the afternoon of every 2nd Sunday in the month. It begins in the Hall with refreshments, a talk and activities and continues in the church with a brief act of worship including a song and prayer.

At present St Mary's has 224 persons registered on the Electoral Roll, and an average weekly attendance at the main Sunday services of 141.

In addition to Baptism, we welcome many couples for their wedding at St. Mary's. Funerals are also an important part of our work in the community and these take place either in the church or in one of the local crematorium.

The church maintains an open graveyard in which all residents of the parish have a right under law to be buried and, although now closed to new full graves, re-openings of existing plots and plots for the burial of cremated remains are available.

In 2017 we celebrated 36 baptisms, 19 weddings and held 20 funerals in church with a further 16 taken at crematoria. There were 3 burials and 29 burials of cremated remains.

Memorial Services are held twice a year to which recently bereaved families are personally invited.

The Church and Church Hall

The current church building is a Grade I listed structure and is predominantly from the 14th and 15th Centuries, although there is evidence of earlier structures dating back to pre-conquest times.

The Church Hall is used by a number of groups in the local community, including a Guiding unit, the Silver Lining Luncheon Club, Whitkirk Arts Guild and several weight and health groups.

As well as monthly coffee mornings, Country Dancing sessions are held regularly, and cater mainly for the older members of the community. The Hall is also let out for private functions for all ages.

Financial Review

The financial situation remains reasonably stable year on year, and in 2017 unrestricted income rose by 3.5%, and unrestricted expenditure remained the same. After meeting the running costs of the church and hall the PCC were again unable to meet the full Parish Share requested by the Diocese, but did increase our contribution by £12,000 over the amount budgeted.

To avoid any recurrence of the catastrophic failure of the church heating in November 2016, a planned replacement of pipework to the north aisle was undertaken during August at a cost of £7,100

The focus for 2018 will be to secure sufficient funds through grant applications and a specific appeal to cover the cost of a major refurbishment of the Church Hall.

The Quinquennial Report has recommended a raft of work to be carried out over the next 5 years, and for which funding will need to be secured.

Reserves Policy

It is PCC policy to maintain where possible a balance of unrestricted funds current assets equivalent to three months of unrestricted running costs of £18,000, excluding Parish Share. This is to cover any unexpected reduction in income or emergency situations that may arise. The year-end balance of £13,460 of unrestricted funds (not including designated funds) did not meet this target.

The balance of £180,658 in the designated Property is held to be used towards a major redevelopment of the Church Hall.

The balance in the Legacy Fund of £66,454 is designated for projects outside the general running costs of the church. These funds are to be used for works to bring the church bells back into use, with £50,000 to be used to promote growth over the coming years.

Volunteers

St Mary's is only able to provide the range of services and activities that makes up the vibrant church community because of the many volunteers who give freely of their time and skills. Teams of volunteers are engaged in all aspects of work, church services, pastoral care, cleaning of the church, church flowers, maintenance of the Church and Church Hall, tidying the graveyard and cemetery, organizing events, bar staff, magazine production, and secretarial services. It would be unfair to recognize any individuals by name, but the PCC would like to thank all the volunteers for their tireless endeavours.

Structure, Governance and Management

St Mary's Church is situated on Selby Road, Whitkirk, Leeds. It is part of the Diocese of Leeds within the Church of England. The correspondence address is Whitkirk Vicarage, 386 Selby Road, Whitkirk, Leeds LS15 0AA.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission (Registered No. 1130280)

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

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including decisions on how the funds are to be spent.

During the year the following served as members of the PCC:

Incumbent: The Reverend Matthew Peat (Chair)

Assistant Curate: The Reverend Alison Battye

Reader: Lynne Pickersgill

Churchwardens: David Scholey (Vice Chair)
 James Black (Vice Chair) – (From 25/04/17)*

Representatives on the Deanery Synod:
 Lynne Pickersgill
 Alistair Hezel

Elected Members:

Joan Williams
Katie Finn (To 25/04/17)
Tony Bond
Tracy Manley (To 25/04/17)
James Black (17/01/17 – 25/04/17)*
Mark Donley (17/01/17 – 25/04/17)
Judith Grubb (To 25/04/17)
Jean Parker
Lesley Hughes (Treasurer)
Trevor Sirrell (PCC Secretary)
Janet Blenkinsop
Ann Rhodes
Kathryn Milner
Melvin Herring
Glenn Middleditch (From 25/04/17)
Sue Middleditch (From 25/04/17)
Liz Hayes (From 28/05/17)
Sue Butcher (From 28/05/17)
Martin Higgins (From 28/05/17)
Pam Wood (From 28/05/17)

The PCC met on 8 occasions during the year including 2 Extraordinary meetings. The average attendance at meetings was 83%.

Looking back

The last year has been a busy one at St Mary's. You will see from the reports listed below how wide and varied life at the church is.

The Annual Report always provides us with an invaluable opportunity to look back and give thanks for all that has been and to look forward with hope.

The Parochial Church Council meetings, whilst serious, are also largely positive and forward looking. Members receive reports from each of the sub committees that have met since the last meeting of the PCC, and in that way exercise oversight for them, able to ask questions if necessary.

Often a sub committee may bring a proposal to the PCC for discussion and to seek authority to continue. The system works well and enables more to be undertaken simultaneously than if each of the sub committees work was discussed in the same level of detail at the PCC.

As we go forward we need to always ensure that we remain alert to new possibilities and challenges and ensure that the structures we have serve the life of the church at St. Mary's rather than become an end in themselves.

Over the last few years each of the sub committees have been set targets, these targets are not intended as a straightjacket more something to aim for.

Consequently, as we look back we can see that some of these have indeed been achieved, whilst others may have been amended or adapted as the year went on. Other targets have not been met and perhaps this reveals to us that they are not something that is important to us at this time.

Whilst some careful reflection is required as to why we have not met some of our targets, overall the picture of the life of the church here is hugely encouraging. Indeed, we look forward with hope and with new targets. This year the format of the targets in this report is a little different, with each of the targets for the coming year being allocated to a specific sub committee.

As a PCC we began to work with The Venerable Paul Hooper, the retired Archdeacon of Leeds, to refine our vision for the coming years, working out where we want to invest our time, energy and resources, it continues to be a hopeful time in the life of St. Mary's.

What we list below is by no means an exhaustive list of life at St Mary's. The ongoing worshipping life of the church continues to be enriching and much valued. So many things happen behind the scenes that we are thankful for all the other organisations, groups and individuals that help the church to continue to function so well. Each of these deserve our thanks.

One event that isn't reflected in the words that follow, but was a highlight and is worthy of note, was a weekend in June, when our curate The Reverend Alison Battye was, at Leeds Minster, ordained a priest in the Church of God. It was good that she was so well supported by so many friends from St. Mary's and beyond. She then presided at the Eucharist for the first time the following day, followed by a great Parish Banquet. We are thankful for her, for all she has brought, and we pray will continue to bring, to the life of the church here in Whitkirk and Colton.

May God continue to bless all that we seek to do in the name of Christ.

Community Life

Mission Statement: To build enriching relationships across our church and parish

Targets for the last year: Further establish and monitor work with our schools, including the Schools Heritage Day, a further Choir Taster Morning. Ensure proper compliance with our Safeguarding Policy and the continued growth and development of events to bring different strands of the parish together.

Social Events and Activities Team

We are proud to have such a rich and varied social life at St. Mary's. The team do invaluable work in preparing for, and then delivering great and memorable events. From Pancake Socials, to Jazz Band Concerts, from Harvest Lunches to Winter and Summer Fairs, each of them in different ways enable people to come and enjoy time together.

Targets 2018 – More of the same!

The Child Protection and Safeguarding Team

Our Safeguarding Officer is diligent in making sure that the appropriate checks and permissions are given to those working both with children and vulnerable adults at St. Mary's. Safeguarding is a standing item on the agenda of the PCC emphasising its importance. Much continues to be asked of volunteers and we are thankful for their understanding that legal requirements must be fulfilled for our valuable work to continue.

Working with our Schools/Schools Heritage Day

Thanks to work from a small group of volunteers led by our curate the last year saw the implementation of the schools assembly project. This project is intended to supplement the work we already do with schools, e.g. at Easter and Christmas, and through it we hope to share something of the Christian year with the children of our parish. It is demanding work and involves a number of the same assembly being given in our schools consecutively, but it has been warmly received by the schools. The team have imaginatively used props and music and shared the leadership of the project.

The second of our schools heritage days was held in September following on from success of last year's event. This provides an invaluable opportunity to expand the heritage weekend, and the wealth of resources that are on display over that weekend. Children from Year 6 from each of our schools came and were thoroughly engaged by the stations that were placed around the church, exploring themes like baptism, the Knights Templars and John Smeaton.

Targets 2018: Continue to develop assembly resources for use at school assemblies. Work to expand the team to share the burden and evaluate the first full year over the summer.

Pastoral Care

In addition to the many simple acts of kindness that define something of life at St. Mary's, the companions continue to supplement the good work already taking place. Many people have expressed their appreciation for the work done, and at a review meeting over the summer stories and reflections were shared that were a helpful reminder about how much the companions are continuing to contribute to the life of the church. Adjustments have been made in regard to bereavement visiting, so that a preliminary telephone call is made to both express our prayers and good wishes for the person being called and to ask whether or not they might like a visit from one of the companions.

Targets 2018: Ensure that the companions have the opportunity to meet at some point during the year. Monitor the appropriateness/take up of the phone call to those recently bereaved.

Buildings, Facilities and Finance

Mission Statement: To ensure that we provide warm, accessible and welcoming buildings to reflect the welcome we receive from Christ.

Last Years: Targets: Plans for the Hall redevelopment, Quinquennial Planning, the restoration of the Bells and Refurbishment of Choir Lamps, including new fittings, lights and shades

Alongside the ongoing maintenance of the church, hall and associated facilities a number of important projects have been undertaken over the last year.

Pipes - Following the repair to corroded heating paperwork along the wall by the font last year, the PCC supported a proposal to replace a similar piping section on the north side of the church, knowing that whilst the pipework had not failed it was in the same condition as that which had. This work was undertaken in August. Consequently we now know that all the heating pipework has either been checked or replaced and is in good condition. Following the work, the entire system was drained and rebalanced in an attempt to enable the heating system to work as efficiently as possible.

Bells - A temporary electrical bells system has proved quite a success for weddings and other occasions over the last couple of years. Consequently, following an inspection by John Taylor & Co Bellfounder, the PCC agreed that it would be good to have the existing bells restored to working order. Work was undertaken to attain the proper permissions and thanks to our legacy fund the work should be completed by the summer of 2018.

Hall - The redevelopment of our hall has continued apace. The hall redevelopment team have worked hard with many different individuals and groups to refine the plans and create a scheme that is both affordable and realistic. We have consulted with the community through a Hall Redevelopment survey and have finalised the plans. Bids have been submitted to various charitable bodies to help fund the project. We hope this project should be completed by the end of October 2018.

The Quinquennial Report for the Church was commissioned from the Overton Architects. The report was eventually received and no urgent concerns were identified. There is always work to be done on a church building like ours, and we need to plan for that work in the coming years

Targets 2018: The completion of the Hall Redevelopment Project; The Bells of St Mary's sound again; The planning of works in connection with the quinquennial report; The monitoring of the present heating system and finding ways to make our church warmer.

Growth

Mission Statement: To grow the Body of Christ at St. Mary's

Last year's targets: Development of website and social media, marriage preparation day and follow up, Easter Activity Day, development of Messy Church+, Growing the Church Younger, Time and Talent challenge 'Let it be according to your word', Baptism Card and Follow up (Baptingle) and Establish regular pattern for TGIF

Giving

We continue to be thankful for the increase in financial support that we have seen over the last few years. In the Autumn an annual reminder Sunday helped us celebrate the progress we have made so far, but also challenged us to continue to seek ways to be generous financially towards the work of St. Mary's.

More work needs to be done in the coming year, both in terms of a larger and longer giving campaign, but also to encourage greater lay participation in the life of the church.

We are richly blessed to have so many people who contribute to the life of the church but there is so much more potential at St Mary's for greater and more creative involvement.

Targets for 2018: Plan and Deliver a giving campaign, particularly seeking to encourage those who are new to St Mary's to reflect on why giving is so important; Continue to explore ways in which the potential of all people at St Mary's can be fulfilled.

Mission 2018 Team

The hoped-for parish mission has been pushed back a couple of times, and though this is a shame there have been good reasons for the delay. It is hoped that by the end of 2018, a clearer sense of when this might be an appropriate initiative to take place will emerge.

Growing the Church Younger Team

Whilst we have and will continue to attract younger members to St. Mary's any formal attempt to bring people together amongst that younger group has been on a rather ad-hoc basis over the last year. The social events together with our nurture courses that take place in the parish have both provided valuable ways of doing that. However, more careful thought needs to be given to how we might

further nurture those of working age who might like to spend some time together socially as well as being part of the worshipping life of the church.

Target: To strive to create at least three opportunities in each year for our working age adults to have the opportunity to come together socially.

The Activity Team Planning Team

There have been 2 activity days over the last year, Good Friday Family Activities around the Cross and Family Fun in September. These have been good events in the life of the church, thoroughly planned and well attended. They have served as an important time for people to come together from different strands of the church, and also as a different 'way in' to life at St. Mary's. The days have been themed, featured a short talk, lots of related activities and fun, refreshments and a closing talk.

The Messy Church Planning Team

This small group have met four times over the year and each meeting provides an invaluable opportunity to share ideas and plan the forthcoming Messy Church gatherings, both in terms of theme, activities and who will take responsibility for the worship and introducing the theme.

Baptism and Wedding Preparation

Whilst we are always looking to develop and refine our work, the present pattern for the nurture of those who come to us for both baptism and weddings is now well established and widely appreciated. In regard to baptism, bookings are taken after the main Sunday service, to which families are encouraged to attend. They are then invited to come for baptism preparation at a Messy Church prior to the baptism date, thereby giving us the opportunity both to share Messy Church with them and explore a little of what baptism might mean.

Last year was a bumper one for weddings, and the second of our Wedding Couple Nights held in the hall meant for a busy evening. Almost all the couples attended and enjoyed the evening, with a chance to socialise with other couples getting married, and to meet vergers, clergy and our director of music in an informal setting. Closer to the big day couples spend time with the clergy, who receive many cards of thanksgiving for the way in which they have been welcomed into life at St. Mary's.

Communications

The Communications Team met, sometimes remotely, to continually review and develop our communications across various media. Our website is much admired, up to date, and attractive.

The number of people who support and follow us on Facebook and Twitter continues to grow, both being important ways to communicate with people today.

The branding of the church through our logos and vision statement has received attention, and resources are available to enable people to make their own posters in the same format as others.

Text Messages are sent to baptism families and others to remind them when 'Play 'n' Praise' and Messy Church are taking place.

Lastly, a new software package to manage our calendar and contacts, not least to ensure we are complying with new data protection legislation in 2018, were presented and adopted by the PCC at a meeting in the Autumn. This will centralise our records and provide information quickly and efficiently to those authorised to access the data.

Target for 2018 – Make sure all relevant personnel are trained and familiar with the new Churchsuite software.

Worship and Spiritual Life

Mission Statement: To offer worship, teaching, prayer and opportunity for spiritual growth that reflects our diversity and offers something for everyone.

Targets for Last Year: Maintain and develop present pattern for the delivery of nurture, adapting and changing where necessary. Continue to develop FISH as an important resource for our young people. Establish a Young Peoples Eucharistic Community, led by them entitled 'The Meeting Place'. Plan for an Annual Celebration of Faith around Ascension when one of our Bishops will come and those who have participated in any kind of nurture will be invited to come and affirm their journey of faith. It will also be a time when those being prepared for Confirmation in the Church of England can be Confirmed. Implement the New Policy and Teaching as a consequence of Communion before Confirmation including planning for an Annual Confirmation and Celebration of Faith Service around Ascensiontide (see above)

Lent Courses

Two Lent Courses were again delivered, each offering something different. On Tuesday evenings our curate, a trained scientist, led us in thinking about faith and science. She explored various themes through short talks after which there was time for discussion and questions. The evening concluded with Compline by Candlelight.

On Wednesday mornings, participants explored in turn each of the four Gospels. They were invited to read them and then on each Wednesday a short talk/exploration was given into each of the gospels providing some insight into what made each of the books distinctive.

Nurture – FISH and Faithbook and Pilgrim

We are continuing to develop the nurture that we provide to people, whether they have been coming to St Mary's for fifty years or it is the first time they have arrived.

FISH is a new initiative to provide a safe space for our young people, (school years 4 to 9) to come have fun and to think about their faith. Led by the curate, it is heartening that some of our older young people have taken on roles of leadership with the group. The children play games, explore a theme, and once a month share in the Eucharist.

A highlight of the year for FISH was a trip to Bridlington, based at a church near the sea front. The group camped in the hall and, blessed with glorious sunshine, had a lovely time at the beach, where a Eucharist was held. The North Sea also provided a generously sized font, thereby enabling one of the group to be baptised, an event that was featured in one of the monthly Diocesan Newsletters.

Faithbook, an informal gathering in the Brown Cow Pub on Thursdays in March and September, is evolving. Whilst the themes and the content of the course stay broadly the same, the precise content and delivery varies according to the group of people who come along. For some people it has been a way to start thinking about the faith they have practised for years. For others it is a chance to think things through perhaps for the first time. The conversations are lively and interesting.

Pilgrim, a nurture course supported by the Church of England, serves to complement and supplement Faithbook. It consists of a series of modules about faith, from studying particular parts of scripture, the Beatitudes or the 10 commandments, to exploring the sacraments of the church, baptism and the Eucharist. Each allows for a bit more in depth thinking. At the end of the year four different groups were studying with Pilgrim, each with six to ten members.

The role of the clergy has evolved so that they are primarily conveners, drawing a group of people together and then after leading two modules with them encouraging the group to lead itself. In the coming year, more groups will start including we hope a Pilgrim in the Day group for those people who would prefer to attend in daytime.

Target 2018 – Continue to draw new participants into each of the strands of nurture. Make sure that each Pilgrim Group feels supported. Plan and deliver a Pilgrim during the day at some point in the year.

Communion before Confirmation

On Easter Day the parish adopted the policy, previously voted on and approved by the Bishop, that all who were baptised were able to receive Holy Communion. We have worked hard to ensure that resources are available to enable both adults and children make informed decisions about whether or not they would wish to receive the sacrament. Whilst this has not been without challenges, by the end of the year this initiative had been well embedded into the life of the church.

Target 2018 – Create Ascension Day Eucharist with Confirmation that, as well as being a Celebration of faith in the life of our parish, will also be an opportunity for those who are 16 years or older to be confirmed.

Target 2018 – Prepare and deliver short course Confirmation in the Church of England for those to be confirmed at our Ascension Day service.

Draw near with faith

This new nurture course was offered on Saturday mornings in May. Based on a previous Lent course it offered participants the chance to explore the Eucharist, it's shape, style and meaning.

Target 2018 – Offer the course again in May, making sure too that our children and their parents have the opportunity to learn, with appropriate resources.

Developing Alternative Worship

A small planning group met a number of times through the year to discern together an alternative Eucharistic community for St. Mary's. This alternative worship has been entitled 'The Meeting Place.' This process has taken a little while as finding the right kind of style to be authentically St. Mary's was always thought to be important. It was felt from the outset that this alternative worship should be based around the Eucharist and so would be similar for those already familiar with our liturgy, but it would also be different, and perhaps in some ways more accessible, using images and music, as well as discussion thereby creating a different kind of worship for St. Mary's.

Compline by Candlelight which is by no means new, continues to be a much valued part of the devotional life of our church.

Target 2018: Create and offer The Meeting Place four times a year, reviewing both after each act of worship and at the end of the year.

On behalf of the PCC

Reverend Matthew Peat (Chair)

Date: 4th March 2018

REPORT OF THE EXAMINER TO THE TRUSTEES OF PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK

I report on the accounts of the company for the year ended 31 December 2016, which are set out on pages 12 to 22

Respective responsibilities of trustees and examiner.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts 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 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 charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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, comply with the accounting requirements of the 2011 Act

have not been met; or

- (1) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Craig Williamson

White Rose Accounting for Charities, Castlemere, Castle Lane, Penistone S36 6AN

Dated:

St Mary's Church Whitkirk
Statement of Financial Activities
For the period from 01 January 2017 to 31 December 2017

	Note	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources							
Incoming resources from generated funds	2(a)						
Voluntary income		107,633	325	28,083	—	136,041	158,568
Activities for generating funds		37,461	—	120	—	37,581	46,407
Investment income		—	4,386	12	—	4,398	4,421
Incoming resources from charitable activities	2(b)	14,787	—	258	—	15,045	13,840
Other incoming resources	2(c)	60	—	—	—	60	346
Total incoming resources		159,941	4,711	28,473	—	193,125	223,582
Resources used							
Costs of generating funds	3(b)	102				102	16
Costs of generating voluntary income		139	—	—	—	139	249
Fundraising trading: cost of goods sold and other costs		12,168	—	—	—	12,168	16,809
Charitable activities	3(a)	143,349	21,758	2,162	—	167,269	193,265
Governance costs	3(c)	350	—	—	—	350	350
Other resources used	3(d)	490	—	173	—	662	276
Total resources used		156,597	21,758	2,335	—	180,690	210,964
Net income / (expenditure) resources before transfer		3,344	(17,047)	26,138	—	12,435	12,618
Transfers							
Gross transfers between funds - in	3(e)	—	—	—	—	—	609
Gross transfers between funds - out		—	—	—	—	—	(609))
Other recognised gains / losses							
Gains / losses on investment assets	5(b)	—	2,029	—	19	2,048	(1,651)
Net movement in funds		3,344	(15,018)	26,138	19	14,483	10,968
Reconciliation of funds							
Total funds brought forward		282,843	242,988	12,173	211	538,214	527,246
Total funds carried forward		286,186	227,970	38,312	230	552,697	538,214

St Mary's Church Whitkirk

Balance sheet As at: 31 December 2017

		As at 31/12/2017	As at 31/12/2016
	Note	£	£
Fixed assets			
Tangible assets	5(a)	275,000	275,431
Investments	5(b)	55,533	53,484
		<hr/> 330,533	<hr/> 328,915
Current assets			
Stocks and work in progress		3,965	3,682
Debtors	6	5,378	6,824
Cash at bank and in hand		215,682	208,976
		<hr/> 225,026	<hr/> 219,482
Liabilities			
Creditors: Amounts falling due in one year	7	2,861	10,183
Net current assets less current liabilities		<hr/> 222,164	<hr/> 209,299
Total assets less current liabilities		<hr/> 552,697	<hr/> 538,214
Total net assets less liabilities		<hr/> 552,697	<hr/> 538,214
<i>There may be minor discrepancies in the totals if the pence are not being shown</i>			

Approved by the Parochial Church Council on 4th March 2018 and signed on its behalf by:

Reverend Matthew Peat (Chair)

Lesley Hughes (Treasurer)

The notes on Pages 15 to 23 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2016

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice.

The financial statements have been prepared under the historical cost convention except for the valuation of land and buildings and investments shown at market value.

a) 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. These include funds designated for a particular purpose by the PCC.

The purpose of any restricted funds is noted in the accounts.

The accounts include transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

b) Incoming resources

i) Voluntary income and capital sources

- Collections are recognised when received.
- Planned giving under Gift Aid is recognised only when received.
- Income tax recoverable on Gift Aid donations is recognised when receivable.
- 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.
- Sales of magazines are accounted for gross.

ii) Other income

- Rental income from the letting of PCC premises is accounted for when the rental is due.

iii) Income from investments

- Dividends are accounted for when due. Interest is accounted for on an accrued basis.
- Tax recoverable is recognised in the same accounting period.

iv) Gains and losses on investments

- Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December 2017.

c) Resources used

i) Grants

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

ii) Activities directly relating to the work of the Church

Parish share is a request from the Diocesan Board of Finance for each parish to contribute a specific amount each year to help meet the Diocesan budget. If a parish is unable to meet the full amount requested then it is treated as Historic Share to be contributed in a later accounting year. The PCC has passed a resolution to the effect that its current financial situation is such that it cannot realistically have any intention of paying its historic share and therefore its value is not being shown as a creditor within the accounts. See Note 3(a).

d) Fixed Assets

i) Consecrated land and buildings and movable church furnishings

- Consecrated and beneficed property is excluded from the accounts by s.96(2)(c) of the Charities Act 1993.

- No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

ii) Other land and buildings

- Other land and buildings held on behalf of the PCC for its own purposes are included at the valuation as of 31 December 2007. No depreciation however is provided on freehold properties as in the opinion of the PCC neither their current value nor anticipated future value is less than their current value. Any expenditure on maintenance or improvement is written off as incurred.

iii) Other equipment

- Equipment is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off in the period in which the asset is acquired.

e) Investments

- Investments are valued at market value at 31 December 2017.

Current Assets

- Amounts owing to the PCC at 31 December 2017 in respect of fees, rents, income tax recoverable or other income are shown as debtors less provision for amounts that may prove uncollectable.

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

- Cash at Bank and in Hand includes cash and bank current accounts.

St Mary's Church Whitkirk

Analysis of income and expenditure Selected period: 01 January 2017 to 31 December 2017

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Incoming resources						
2(a) Incoming resources from generated funds						
Tax efficient planned giving	63,254	—	—	—	63,254	55,918
Other planned giving	9,691	—	—	—	9,691	8,653
Loose plate Collections	14,070	—	—	—	14,070	12,097
Giving through church boxes	513	—	—	—	513	389
One-off donations	1,104	25	2,375	—	3,504	1,847
Specific Appeals	—	—	—	—	—	3,107
Flower Fund Income	—	—	788	—	788	740
Tax recoverable on Gift Aid	19,002	—	390	—	19,392	17,070
Legacies	—	300	—	—	300	54,748
Recurring Grants	—	—	30	—	30	—
One off Grants	—	—	24,500	—	24,500	4,000
Church Events	4,995	—	120	—	5,115	7,598
Ch hall lettings-fund raising	13,874	—	—	—	13,874	17,215
Magazine income - advertising	609	—	—	—	609	819
Bar Income	17,984	—	—	—	17,984	20,774
Dividends	—	3,022	—	—	3,022	3,022
Bank & building soc interest	—	1,364	12	—	1,376	1,399
Incoming resources from generated funds Totals	145,095	4,711	28,215	—	178,021	209,396
2(b) Incoming resources from charitable activities						
Wedding Fees	5,735	—	—	—	5,735	3,830
Funeral Fees	2,627	—	—	—	2,627	3,015
Churchyard Fees	5,013	—	—	—	5,013	5,300
Bookstall sales to promote obj	124	—	258	—	382	342
Parish magazine sales	1,288	—	—	—	1,288	1,354
Incoming resources from charitable activities Totals	14,787	—	258	—	15,045	13,840
2(c) Other incoming resources						
Other Funds Generated	60	—	—	—	60	346
Other incoming resources Totals	60	—	—	—	60	346
Incoming resources Grand totals	159,941	4,711	28,473	—	193,125	223,582

N.B. There may be minor discrepancies in the totals if the pence are not being shown

Resources used

3(b) Costs of generating funds

Costs of stewardship	139	—	—	—	139	249
Cost of church events	481	—	—	—	481	3,602
Bookstall stock	111	—	—	—	111	—
Fair Trade Goods	102	—	—	—	102	16
Bar Stock	11,109	—	—	—	11,109	12,834
Bar expenses	467	—	—	—	467	372

Costs of generating funds Totals

12,409	—	—	—	12,409	17,074
--------	---	---	---	--------	--------

3(a) Charitable activities

Charitable Grants	2,150	—	—	—	2,150	2,000
Parish share	92,000	—	—	—	92,000	90,000
Assistant staff costs	840	—	—	—	840	415
Organists Salary	4,322	—	—	—	4,322	3,600
Working expenses of incumbent	2,661	—	—	—	2,661	1,884
Vicarage expenses	—	—	—	—	—	10
Miscellaneous expenditure	1,225	116	—	—	1,341	328
Mission Expenses	275	—	498	—	773	802
Insurance	5,643	—	—	—	5,643	5,496
Church Music & Choir	181	—	639	—	820	1,442
Church maintenance	1,231	250	—	—	1,481	2,587
Upkeep of services	1,314	—	20	—	1,334	1,421
Flower Fund expenditure	—	—	765	—	765	583
Upkeep of churchyard	8,472	—	—	—	8,472	8,592
Administration	249	—	—	—	249	171
Performing Rights	946	—	—	—	946	891
Postage	158	—	13	—	171	162
Printing & Stationery	1,723	—	—	—	1,723	2,223
Health & Safety	468	—	—	—	468	636
Furniture Equipment	159	616	—	—	775	2,914
Depreciation	—	4310	—	—	431	431
Church Gas & Electric	2,224	—	—	—	2,224	1,822
Floodlight Maintenance	—	—	145	—	145	—
Hall Gas, Electricity & Water	5,168	—	—	—	5,168	5,341
Hall maintenance & cleaning	10,904	—	—	—	10,904	11,456
Waste Disposal	2,651	—	—	—	2,651	2,392
Church Major Works	(1,618)	7,485	82	—	5,949	37,453
Hall Redevelopment	—	12,860	—	—	12,860	8,210

Charitable activities Totals

143,349	21,7587	2,162	—	167,269	193,265
---------	---------	-------	---	---------	---------

3(c) Governance costs

Audit or Independent Examination	350	—	—	—	350	350
----------------------------------	-----	---	---	---	-----	-----

Governance costs Totals

350	—	—	—	350	350
-----	---	---	---	-----	-----

3(d) Other resources used

Hospitality Expenses	490	—	173	—	662	276
----------------------	-----	---	-----	---	-----	-----

Other resources used Totals

490	—	173	—	662	276
-----	---	-----	---	-----	-----

Resources used Grand totals

156,597	21,758	2,335	—	180,690	210,964
---------	--------	-------	---	---------	---------

3(e) Transfers

The transfer of £609 from the Chancel Repair Fund refers to the closure of the endowment account balance being transferred to the restricted account.

4(a) STAFF COSTS

2017 2016

Wages 4,322 3,600

During the year the PCC employed an organist for whom no social security costs were incurred. The Parochial Fees Order 2012 states that vergers, organists and choir are optional choices for those having occasional services. Therefore the PCC are acting as agents on behalf of other parties when providing such services, and the fees do not form part of the income or expenditure of the PCC as has been recorded in previous years.

4(b) PAYMENTS TO PCC MEMBERS

A close relative of one member of the PCC has the contract for grounds maintenance. This contract was held prior the person becoming a PCC Member. No other members of the PCC, or persons closely connected to them, received any payments from the funds of the PCC.

5. FIXED ASSETS

(a) Tangible

	Freehold Land & Buildings	Church Equipment	Hall Equipment	Total
ACTUAL/DEEMED COST				
At 1 January 2017	275,000	11,763	7,170	293,933
Disposal	-	-	-	-
Additions	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2017	275,000	11,763	7,170	293,933
DEPRECIATION				
At 1 January 2017	-	11,332	7,170	18,502
Charge for the year	-	431	-	431
At 31 December 2017	-	11,764	7,170	18,933
Net book value at 31 December 2017	275,000	-	-	275,000
Net book value at 31 December 2016	275,000	431	-	275,431

5(b) Investments

	£
Market value at 1 January 2017	53,484
Disposals at carrying value	-
Purchases at cost	-
Revaluation gain/(loss)	2,048
Market value at 31 December 2017	55,533

Holdings at 31 December 2017	CBF Property Fund	40,670.25	shares
	CBF Investment Fund	14	shares

6. DEBTORS

	2017	2016
	£	£
Gift Aid receivable	1,766	2,861
Trade debtors	831	950
Prepayments	2,781	3,013
Total Debtors	5,378	6,824

7. LIABILITIES

Amounts falling due in one year		
Creditors for goods and services	1,948	9,393
Accruals	-	608
Charitable Giving Obligations	800	-
Agency collections	113	182
Total liabilities	2,861	10,183

8. FUNDS

Unrestricted, Designated, Restricted and Endowment Funds are defined as follows

Unrestricted Funds are funds given to the church on the general understanding that they will be used at the discretion of the PCC for furthering the mission and ministry of the church.

Designated Funds are funds set aside by the PCC for use in the future (for example, for future building repairs). The money is designated for these particular projects. Designated funds are still unrestricted and can be moved to other funds (re-designated) if the PCC so decides.

Restricted Funds are monies restricted by the donor because they were given for a particular purpose.

An Endowment Fund is another form of restricted fund. It is either money that has been given to the church with the specific instruction that only the interest gained from the money can be spent on an asset (such as a house) or donated to be retained for continuing use by the church. The original money cannot normally be spent and must remain in the form of assets or investments, but not necessarily the same asset that was given.

At 31 December 2017 the restricted funds comprised the following funds;

Chancel Repair Fund

This was funded by an endowment consisting of a quantity of shares in a 7.75% Treasury Bond 2012/15, the interest from which is paid into a Deposit account. The bond matured in 2012 and the shares redeemed, with funds being paid into the deposit account, the funds of which are to be applied to repairs within the Chancel. This fund was established in 1976 by Trinity College, Cambridge in mitigation of their responsibility as Lay Rectors of the Church. The Diocesan Board of Finance act as Custodian Trustees.

Churchyard Fund

This is funded by an endowment consisting of a quantity of shares in the CBF Investment Fund, the dividends being paid into St Mary's current account. Established in 1959, the trust is to maintain the graves of Annie Christie and Henry Nelson and any surplus income used to keep the churchyard in good order. The Diocesan Board of Finance act as Custodian Trustees.

Fabric Fund

Incoming resources which are designated for the 'Fabric or Building Fund' are used for the repair and maintenance of the church or for capital projects. In an accounting period income in excess of expenditure is set against the designated expenses. Where in an accounting period income is in excess of expenditure the excess is carried forward to the next accounting period.

Flower Fund

Incoming resources which are designated for the "Flower Fund" are used to purchase flowers for church and other church functions. Where in an accounting period income is less than expenditure, flowers will be purchased from the general funds.

Floodlight Fund

Incoming resources which are restricted to the "Floodlight Fund" are used for the repair and maintenance of the plant and equipment which make up the floodlighting system. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

Hall Loop fund

Incoming resources to be used for the installation and maintenance of an induction loop system in the Church Hall. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

Organ Fund

Incoming resources are to be used for maintenance, refurbishment or towards the replacement of the church's pipe organ. In an accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

Vestments Fund

Incoming resources are to be used for the repair or replacement of clerical vestments. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

Wreath Fund

This constitutes a grant from Leeds City Council for the provision of a wreath, to be laid at the War Memorial annually on Remembrance Sunday.

Youth Fund

Incoming resources are to be used for events and resources for children and young people. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

Doris Cook Fund

A bequest from the late Doris Cook. The funds to be used for any expenditure required on the interior of the church.

Church Lighting Fund

Incoming resources to be used for the updating of church lighting to a more energy efficient standard, with any excess funds to be used for its maintenance.

War Memorial Fund

Funds transferred from a closed branch of the Royal British Legion for the purposes of maintaining local war memorials. The Church's Lychgate is a War Memorial and the funds from this source have been used towards the cost of the recent refurbishment of the Lychgate.

Hall Redevelopment Fund

This fund accounts for grants received, and donations from a specific appeal for the major redevelopment of the Church Hall.

Occasional Gifts

The PCC may from time to time receive gifts for specific purposes, the designation and timing of which will not warrant the creation of a separate fund for accounting purposes. These will be accounted for separately, and the incoming resources will be used for the purpose specified.

Purpose of designated funds:

The Reserve Fund is maintained in line with PCC Reserves Policy

The Property Fund is for the redevelopment of the Church Hall.

The Legacy Fund is for specific projects identified by the PCC and not to be used for general running costs.

Fund movement
01 January 2017 to 31 December 2017

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances carried forward
Unrestricted						
General fund	282,843	159,941	156,597	—	—	286,186
Sub-totals	282,843	159,941	156,597	—	—	286,186
Designated						
Legacies	74,790	562	8,898	—	—	66,454
PCC Property Projects	162,840	4,149	12,860	—	2,029	156,158
Reserve funds	5,358	—	—	—	—	5,358
Sub-totals	242,988	4,711	21,758	—	2,029	227,970
Restricted						
Church Lighting	1,070	—	82	—	—	988
Doris Cook Bequest	4,310	—	—	—	—	4,310
Lychgate	377	—	—	—	—	377
Church Music	251	186	409	—	—	29
Chancel Repair	1,701	5	—	—	—	1,705
Churchyard	16	37	—	—	—	54
Fabric Fund	1,039	356	—	—	—	1,395
Church Flowers	363	888	765	—	—	486
Remembrance	29	—	20	—	—	9
Sunday Wreaths						
Youth Fund	915	419	511	—	—	823
Organ Fund	775	1,525	403	—	—	1,897
Clerical Robes Fund	228	—	—	—	—	228
Floodlighting	822	358	145	—	—	1,035
PCC Property Projects (Hall Refurb)	—	24,500	—	—	—	24,500
Occasional	—	200	—	—	—	200
Hall Loop System	278	—	—	—	—	278
Sub-totals	12,173	28,473	2,335	—	—	38,312
Endowment						
Churchyard	211	—	—	—	19	230
Sub-totals	211	—	—	—	19	230
Totals	538,214	193,125	180,690	—	2,048	552, 697

9. ANALYSIS OF NET FUNDS	Unrestricted Designated	Unrestricted General	Restricted	Endowment	TOTAL 2017
	£	£	£	£	£
Tangible fixed assets	-	275,000	-	-	275,000
Investment Assets	55,303	-	-	230	55,533
Current assets	172,666	13,460	38,899	-	225,025
Liabilities	-	(2,275)	(586)	-	(2,861)
	227,969	286,185	38,313	230	552,697

There may be minor discrepancies in the totals if the pence are not being shown

10. RISK ASSESSMENT

The PCC actively review the major risks which St Mary's faces on a regular basis and believe that maintaining the free reserves stated, combined with the review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The PCC have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

11. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the St Mary's has achieved this are provided in the PCC's Annual Report. The PCC confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding the activities to be undertaken by St Mary's.