

## 7. Annual report of the PCC for the Year Ended 31 December 2017

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

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

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

Priest	Rev'd Joanne Hustwick	
Assistant Curate	Rev'd Dr Sarah Farrimond	
Churchwardens	Miss Karen Haigh Mr Chris Jones	from 2010 from 2014
Treasurer	Mr Chris Jones	
Deanery Synod Representatives	Mrs Jane Carter 1 vacancy	(elected in 2017 for 3 years)
Elected Members	Mr Alan Odams Mrs Rachel Clegg Mrs Audrey Shaw (re-elected) Ms Val Lord (re-elected) Mr Alan Dyson Mr Brian Macer Mrs Jane Carter Mrs Mary Durrans Mr André Brooks	from 2017 from 2017 from 2017 from 2017 (PCC Secretary) from 2016 from 2016 from 2015 from 2015 from 2015

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

### Structure, Governance and Management

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### Objectives and Activities

The PCC of St Philip's has the responsibility of co-operating with the Church Wardens, Miss Karen Haigh and Mr Chris Jones, and with the Incumbent, Rev'd Joanne Hustwick, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church building and St Philip's Community Centre.

### Committees

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

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



- Finance Committee
- Fundraising Group
- Church Magazine Production Team
- Community Centre Management
- Worship Planning Group

## Church Attendance

Average numbers attending Sunday services (excluding afternoon Baptisms):

Adults: 30

Children: 1

Average Midweek attendance: 9

Baptisms: 3 (30 April, 09 July and 15 October)

Weddings: 2 (15 April and 14 October)

Funerals: 4 (03 March, 27 March, 14 July and 09 August)

Electoral Roll Information	March 2017	March 2018
Number resident within the parish	63	60
Number resident outside the parish	40	35
Total	103	95

## Review of the Year to December 2017

The PCC has met 9 times during the year. The PCC operates through a series of sub-committees (listed above) each of which report back to full PCC meetings. In addition to the finance and general business of the PCC, the following topics have been discussed:

1. Arrangements for the induction of Rev'd Joanne Hustwick as the new Vicar for the Benefice on 20 March at St Philip's Church following the 10-month interregnum.
2. The pulpit swap organised by Churches Together in North Huddersfield which is to become an annual event.
3. Health & Safety training was discussed as we have no Health & Safety representative at the moment other than the Church Wardens.
4. Renewal of the Health & Safety and Safeguarding policies.
5. The possibility of joining the Green Energy Scheme for our electricity was looked into.
6. The Parish Share has been discussed at length, including the historic share arrears policy approved by the Diocese of Leeds.
7. The relicensing of all Chalice assistants by the Bishop on 31 July.
8. Completion of a questionnaire/survey regarding Deanery Synod meetings.
9. A review was undertaken of the 2012 Quinquennial Inspection, including a summary of the recent tree survey. Arrangements for the testing of the lightning conductor prior to the Quinquennial Inspection in December were also discussed.
10. The Barlow Request was discussed in relation to maintenance of the graveyard.
11. The new Creation Time service sheet was introduced from 10 September and used until late October.

12. The situation regarding the graveyard was discussed as one line of graves is now full. A discussion took place as to which direction the next line of graves should continue in and whether we continue the same orientation.

## Financial review

Total receipts on ordinary unrestricted funds were **£39,200** and are detailed in the financial statements. In addition, receipts on restricted Community Centre funds were **£33,705**

**£35,706** was spent to provide the Christian ministry from St Philip's Church, including 51% of our contribution to the Diocesan Parish Share (DPS), which largely provides the stipends and housing for the clergy. The sum that churches in the Diocese have to find is shared according to a formula that takes account of the size of congregations and income received by PCCs. **£29,081** was expended on running the Community Centre.

The net result for the year was a surplus of receipts over payments of **£8,117**.

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

## Reserves Policy

The balance of **£10,635** in the designated Fabric Fund, inclusive of the Unit shareholding valuation, is held to help fund improvements/repairs to the Church's fabric which may be necessary from time to time in the future.

The balance of **£14,353** in the Community Centre Fund relates to the 'sinking fund' which is being held to fund future major repairs to the Community Centre. The PCC has agreed that 10% of annual Community Centre income will be placed into this fund in future years. £451 of this amount is specifically for use in maintaining the Community Defibrillator.

The balance of **£2,017** in the Barlow Bequest Fund is held to help fund both the maintenance of the Church graveyard/grounds and the equipment required for any such maintenance.



## 2018 REPORTS

### **8. Treasurer's report: Chris Jones**

I am able to report that the year ended 31<sup>st</sup> December 2017 saw a surplus of receipts over payments of £8,117, due largely to amounts being transferred to the church fabric fund and community centre sinking fund, replenishing amounts expended in 2016.

Overall giving (both planned and cash) showed a significant increase (of 13%) to £21,133 largely reflecting the stewardship campaign held at the end of 2016.

The accounts show £4,794 in respect of Gift Aid for the year. The increase up from £3,252, reflects our being able to claim 2 years' worth of income from the Gift Aid Small Donations Scheme for the first time.

The net amount generated by fund-raising activities was £6,062, with a number of enjoyable and successful events taking place, including the autumn fayre, flower demonstrations, concerts and weekly tea dances to name but a few.

Fund-raising is important in the life of the parish, both in helping to meet the parish's bills and in giving many people a great deal of pleasure. My thanks go out to all who have helped in fund raising activities during the year, all help in this direction, however small, is very welcome.

In an ideal world, fund raising can be of vital importance in supporting specific projects that the PCC may have which cannot be met from recurring income. However, during recent years monies raised in this way have been required to assist in meeting the day to day running expenses of the parish.

Once again, we were unable to meet our Parish Share commitments in full. However, our payment of £20,400 (51% of our assessment) was £2,400 more than in 2016, and we are committed to increasing our contribution year on year.

The parish share is the most important payment the PCC makes, being our commitment to the wider church and without this the diocese would not be able to support its parishes through the provision of Parish Priests and other resources.

£35,706 was expended in running the church during 2017, with the main elements being our parish share payments and the cost of utilities and insurance for the church. In addition, we also saw expenditure of £900 for a survey and improvements to our lightening conductor and £420 for a tree survey.

The PCC supported mission through a number of grants, the main beneficiaries being The Huddersfield Mission, Project Ecuador, Mission Aviation Fellowship, along with others detailed in the accounts. As in previous years a number of other collections specifically for other causes were facilitated through the PCC, and the community centre was let at subsidised rates to other charities.

After incurring a deficit in 2016, income generated by the Community Centre exceeded costs by £4,593, as the one-off costs of replacing the main hall lighting were not repeated, thereby allowing the sinking fund to be replenished. This prudence has already been necessary as the centre's boiler has needed to be replaced in early 2018. The centre is now reaching an age where



maintenance is likely to be more frequent and expensive, and the Hall Management Group will continue to focus on this in 2018 to ensure that income continues to cover costs.

Reserves are held in order to assist the PCC in meeting unexpected costs. It remains a concern that our General Reserve Fund only has a nominal amount within it. However, given the current inability to make parish share payments in full, it would not be appropriate to start building this up at the current time. The Fabric Fund now stands at £10,635 (an increase of £4,184), which should allow us to meet some of the costs arising from the Quinquennial inspection, whilst the Community Centre sinking fund stands at £14,353.

Looking forward 2018 is again likely to be a challenging year financially due largely to the disparity between our income and the level of our Parish Share assessment, also our assessment has now been revised to a more achievable £27,787 (down from just over £40,000), although we have committed to attempt to make payments of £22,500.

As the church is funded by its members (we have no other form of financial support) it is important that we respond appropriately. If we want to be a growing and forward-looking church, we have to remember that we have to pay for it. The key focus therefore should be on looking to see how we can grow membership and faith, as income should follow this.

I should like to finish by thanking all those who have made my job as Treasurer easier over the last year. In particular, the team of counters for their help every Sunday morning, my fellow churchwarden Karen, along with Ken for his stewardship of the Community Centre, and Charles Ingle our Independent Examiner for his assistance in producing these accounts and, last but by no means least, everyone within the parish for your generous giving both of money and time, without which the parish would not be able to function.

**Independent Examiner's Report to the members/trustees of  
St Philip's Church, Birchenclyffe, Parochial Church Council.**  
I report on the accounts of the church for the year ended 31st December 2017  
which are set out on the following pages.

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

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

It is my responsibility to

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

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions  
given by the Charity Commission.

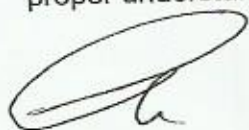
An examination includes a review of the accounting records kept by the charity  
and a comparison of the accounts presented with those records. It also includes  
consideration of any unusual items or disclosures in the accounts, and seeking  
explanations from you, as trustees concerning any such matters.

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 matters have come to my attention

1. which give me reasonable cause to believe that in any material respect
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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 accounts to be reached.



1/3/18

Charles F Ingle, FCA  
1 The Park, Park Lane  
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Halifax  
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# FINANCIAL STATEMENTS

## For the year ending 31st December 2017

### Receipts and Payments Accounts

	Note	General Fund	Unrestricted Funds		Restricted Fund	Restricted Fund	TOTAL	TOTAL
			Designated Fund	Designated Fund	Community Centre	Community Centre Sinking	2017	2016
			Church Fabric	Barlow Bequest				
<b>RECEIPTS</b>								
<b>Voluntary Receipts:</b>								
Planned giving		19,492	-	-	-	-	19,492	16,964
Collections at services		1,641	-	-	-	-	1,641	1,672
All other giving/voluntary receipts	5 (a)	1,883	-	-	1,250	-	3,133	3,411
Gift Aid recovered		4,794	-	-	-	-	4,794	3,252
		27,810	-	-	1,250	-	29,060	25,300
Activities for generating funds	5 (b)	8,179	-	-	1,690	-	9,869	10,035
Investment income	5 (c)	8	95	6	-	31	139	206
Church Activities	5 (d)	3,102	-	-	30,734	-	33,836	28,094
<b>Total Receipts</b>		<b>39,099</b>	<b>95</b>	<b>6</b>	<b>33,674</b>	<b>31</b>	<b>72,904</b>	<b>63,636</b>
<b>PAYMENTS</b>								
<b>Church Activities:</b>								
Diocesan parish contribution		20,400	-	-	-	-	20,400	18,000
Clergy and staffing costs		1,229	-	-	-	-	1,229	1,109
Church running expenses	5 (e)	11,729	-	-	-	-	11,729	23,545
Community centre running costs		-	-	-	29,081	-	29,081	30,733
Mission giving and donations	5 (f)	1,974	-	-	-	-	1,974	1,848
		35,332	-	-	29,081	0	64,413	75,235
Cost of generating funds		374	-	-	-	-	374	600
<b>Total Payments</b>		<b>35,706</b>	<b>0</b>	<b>0</b>	<b>29,081</b>	<b>0</b>	<b>64,787</b>	<b>75,835</b>
Excess of receipts over payments		3,393	95	6	4,593	31	8,117	(12,199)
Transfers between funds	3	(3,867)	3,867	-	(5,482)	5,482	-	-
Cash at bank and in hand at 1 Jan		7,937	4,133	2,011	1,174	8,840	24,095	36,295
Cash at bank and in hand at 31 Dec		7,463	8,095	2,017	284	14,353	32,212	24,095

# **FINANCIAL STATEMENTS** **For the year ending 31st December 2017**

## **Statement of Assets and Liabilities**

	Note	<u>Unrestricted Funds:</u>					<u>TOTAL</u>	<u>TOTAL</u>
		<u>General</u>	<u>Designated</u>	<u>Designated</u>	<u>Restricted</u>	<u>Restricted</u>	<u>2017</u>	<u>2016</u>
		<u>Fund</u>	<u>Church</u>	<u>Barlow</u>	<u>Fund</u>	<u>Fund</u>		
			<u>Fabric</u>	<u>Bequest</u>	<u>Community</u>	<u>Community</u>		
					<u>Centre</u>	<u>Centre - sinking</u>		
<b>Cash Funds</b>								
Bank Current Account:								
Cash in Hand		6,421	-	-	-	-	6,421	7,732
Deposit Funds		969	-	-	284	-	1,253	1,307
		73	8,095	2,017	-	14,353	24,537	15,056
		<u>7,463</u>	<u>8,095</u>	<u>2,017</u>	<u>284</u>	<u>14,353</u>	<u>32,212</u>	<u>24,095</u>
<b>Other Monetary Assets</b>								
Gift Aid Recoverable		4,297	-	-	-	-	4,297	2,832
<b>Investment Assets</b>								
Investment fund shares at Market Value		33	2,540	-	-	-	2,573	2,347
		-	-	-	-	588,015	588,015	588,015
<b>Assets retained for Church Use</b>								
<b>Liabilities</b>								
Gas -Uninvoiced at the end of 2017		558	-	-	554	-	1,111	2,243



## Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis
2. Fixed assets retained for church use is the Community Centre in Briartyn Road, constructed in 2008, at cost.
3. The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
<b>Designated</b>					
Fabric Fund	4,133	95	-	3,867	8,095
Barlow Bequest	2,011	6	-	-	2,017
	<u>6,144</u>	<u>100</u>	<u>-</u>	<u>3,867</u>	<u>10,112</u>

### Restricted

Community Centre General			-	5,482	
Community Centre Sinking	8,840	31	-	5,482	14,353
	<u>8,840</u>	<u>31</u>	<u>-</u>	<u>-</u>	<u>14,353</u>

The transfers to the fabric fund, consisted £1,367 being repayment of the amount used in 2016 to fund the shortfall in funds for the Church lighting project, along with £2,500 from the Gift Aid repayment, which has been held back by the PCC to cover costs arising from the Quinquennial Inspection held in December 2017.

The Barlow Bequest consists of funds left to the PCC many years ago and designated by the PCC for use specifically in maintaining the Graveyard.

All income arising from the Community Centre is set aside to be used solely for the running costs of the centre, rather than providing a source of income for the parish as a whole.

10% of Community Centre income is set aside each year to build a "sinking fund" from which major repairs and renewals to the centre can be funded. The Transfer in 2017, consisted £2,982 being the annual sinking fund contribution together with a further £2,500 being a partial replenishment of amounts taken from the fund in 2016 for Centre repairs.

All receipts into the designated funds in 2017 consisted of interest and income from holdings in the CBF Investment Accounts.

4. Amounts are held in CBF Investment Accounts as follows:

	Bal b/fwd	Gain/Loss on Revaluation	Receipts/ Payments	Bal c/fwd
General Fund (Unrestricted)	30	3	-	33
Fabric Fund (Designated)	2,317	223	-	2,540
	<u>2,347</u>	<u>226</u>	<u>-</u>	<u>2,573</u>

Investment Holdings at 31/12/2017 are:

General Reserve Fund: 2.01 Units in the CBF Church of England Investment Fund  
Church Fabric Fund: 154.96 Units in the CBF Church of England Investment Fund  
Unit price at 31/12/2017= £16.3537

## 5. Further Analysis of Receipts and Payments

		Note	General Fund	Unrestricted Funds Designated Fund Church Fabric	Designated Fund Barlow Request	Restricted Fund Community Centre	Restricted Fund Community Centre	TOTAL 2017	TOTAL 2016
RECEIPTS									
(a)	All other giving/voluntary receipts								
	Donation from Dramatic Society		1,250	-	-	1,250	-	2,500	2,500
	Other Donations		542	-	-	-	-	542	812
	Copper Collection		51	-	-	-	-	51	87
			1,843	-	-	1,250	-	3,093	3,398
(b)	Activities for Generating Funds								
	Fund-raising Events		4,796	-	-	-	-	4,796	5,373
	Tea Dance		1,690	-	-	1,690	-	3,380	3,275
	Photocopier Income		899	-	-	-	-	899	554
	Magazine Income		845	-	-	-	-	845	833
			8,179	-	-	1,690	-	9,869	10,035
(c)	Investment income								
	Dividends on CCLA Investment Funds		1	82	-	-	-	83	69
	Bank and CCLA Deposit fund Interest		7	12	6	-	31	55	137
			8	95	6	-	31	139	206
(d)	Church Activities								
	Fees for Weddings and Funerals		3,102	-	-	-	-	3,102	1,894
	Community Centre Letting Income		-	-	-	30,734	-	30,734	24,951
			3,102	-	-	30,734	-	33,836	26,844
PAYMENTS									
(e)	Church Running Expenses								
	Costs of Services		702	-	-	-	-	702	968
	Heating, Lighting and Insurance		4,673	-	-	-	-	4,673	3,082
	Photocopier		3,142	-	-	-	-	3,142	2,310
	Church Repairs and Maintenance		2,403	-	-	-	-	2,403	16,835
	Administration and Sundry expenditure		809	-	-	-	-	809	351
			11,729	-	-	-	-	11,729	23,545
(f)	Mission giving and donations								
	Huddersfield Mission		450	-	-	-	-	450	419
	The Children's Society		275	-	-	-	-	275	464
	Project Ecuador		275	-	-	-	-	275	275
	Mother's Union		175	-	-	-	-	175	130
	Mission Aviation Fellowship		175	-	-	-	-	175	130
	Church Army		175	-	-	-	-	175	130
	Tear Fund		175	-	-	-	-	175	-
	Christian Aid		164	-	-	-	-	164	444
	The Forget-Me-Not Trust*		100	-	-	-	-	100	169
	Cruse - Kildees		-	-	-	-	-	-	81
			1,964	-	-	-	-	1,964	2,240

In addition various collections were facilitated through church, totalling £1,494 to 8 different beneficiaries

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

\* £100 In lieu of Independent Examination Fee

*JP Mustwick*