

# **Annual Report and Financial Statements of the Parochial Church Council of**

## **St Annes Chasetown**

Registered Charity number 1160765

For the year ended 31st December 2017

**2017 Report and Accounts for the Parochial Church Council of**

**St Annes Chasetown**

**Trustees Annual Report (TAR)**

See separate Word Document template for the TAR

# **Independent Examiner's Report to the trustees/members of the PCC of**

## **St Annes Chasetown**

Registered Charity number 1160765

I report on the accounts 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 of the Charities Act 2011 (the Charities Act) that an independent examination is needed.

It is my responsibility

- ▮ to examine the accounts under section 145 of the Charities Act,
- ▮ to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- ▮ to 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### **Independent Examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- ▮ accounting records were not kept in accordance with section 130 of the Charities Act or
- ▮ the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: .....

Michael Martin Partnership Ltd  
3 Queen Street Ashford Kent TN23 1RF

Date: .....

23/03/18

The PCC of

St Annes Chasetown

Financial Statements for the Year Ended 31st December 2017

Receipts and Payments Account

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowments Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>RECEIPTS</b>							
Voluntary Receipts	5a	64842	-	-	-	64842	59010
Activities for Generating Funds	5b	2123	-	-	-	2123	5736
Income from Investments	5c	9	-	-	-	9	18
Church Activities	5d	10263	-	-	-	10263	21124
Other	5e	10776	-	-	-	10776	11903
<b>Total Receipts</b>		88013	-	-	-	88013	97791
<b>PAYMENTS</b>							
Raising Funds	6a	-	-	-	-	-	-
Church Activities	6b	72242	-	4409	-	76651	72643
Other	6c	8478	-	-	-	8478	9916
<b>Total Payments</b>		80720	-	4409	-	85129	82559
<b>Excess of Receipts over Payments</b>		7293	-	(4409)	-	2884	15232
Transfer between Funds	4	-	-	-	-	-	
		7293	-	(4409)	-	2884	15232
<b>Cash at Bank and In Hand at 1st Jan</b>	7	18114		7072		25186	9954
<b>Cash at Bank and In Hand at 31st Dec</b>	7	25407	-	2663	-	28070	25186

Approved by the PCC on.....and signed on their behalf

by.....(PCC chairman)

**The PCC of  
St Annes Chasetown  
Financial Statements for the Year Ended 31st December 2017**

**Statement of Assets and Liabilities**

	<b>Total 2017 £</b>	<b>Total 2016 £</b>
<b>Cash Funds</b>		
7 Bank Current Accounts	26096	23219
CBF Deposit Accounts	1974	1967
Petty Cash		
<b>Total Cash Funds</b>	<b>28070</b>	<b>25186</b>
<b>Other Monetary Assets</b> ( <i>due to PCC</i> )		
Gift Aid Recoverable		
Other		
<b>Total Other Monetary Assets</b>	<b>-</b>	<b>-</b>
<b>Investment Assets</b>		
8 CCLA Investment Fund ( <i>at market value</i> )		
Other Investments		
<b>Total Investment Assets</b>	<b>-</b>	<b>-</b>
<b>Assets Retained for Church Use</b>		
Other		-
<b>Total Assets Retained for Church Use</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b> ( <i>owed by the PCC</i> )		
Loan from the Diocese		
Diocesan Parish Share		
Organ Cleaning		
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>

Approved by the Parochial Church Council on 25th March 2018 and signed on its behalf by:

Signature: .....

Name: The Rev'd Richard Westwood (PCC Chairman)

Signature: .....

Name: Mrs Carol Thomas (PCC)

The notes on pages    to    form part of these accounts

The PCC of

St Annes Chasetown

## Financial Statements for the Year Ended 31st December 2017

### 1 Notes to the Accounts

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

Consecrated and benefice property is not included from the accounts by s.10(2)(a)&(C) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Other tangible fixed assets are valued at cost.

### 3 Description of Funds

**Unrestricted funds** are income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

**Restricted funds** comprise of two elements :-

a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest

b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

**Endowment funds** are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

**The PCC of  
St Annes Chasetown**

**Financial Statements for the Year Ended 31st December 2017**

**4 Summary of Fund Movements**

	Balance at 1st Jan £	Receipts £	Expenditure £	Transfers £	Balance at 31st Dec £
Unrestricted Fund	18114	88013	80720		25407
Designated Funds					-
1					-
2					-
3					-
Restricted Funds					-
Roof	7072	-	4409		2663
2					-
3					-
Endowment Funds					-
1					-
2					-
3					-
<b>Total Funds</b>	<b>25186</b>	<b>88013</b>	<b>85129</b>	<b>-</b>	<b>28,070</b>





**RECEIPTS** *continued*

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>Income from Investments</b>							
	<b>5c</b>						
<b>10</b>	Dividends					-	
<b>10</b>	Bank Interest	9				9	18
		9	-	-	-	9	18
<b>Income from Church Activities</b>							
	<b>5d</b>						
<b>11</b>	Statutory Fees (retained by PCC)	9132				9132	19230
<b>12</b>	Church Hall Hire	1016				1016	700
<b>12</b>	Bookstall	115				115	91
<b>12</b>	Parish Magazine (sales and advertising)					-	1103
		10263	-	-	-	10263	21124
<b>Other Receipts</b>							
	<b>5e</b>						
<b>13</b>	Others	10776				10776	11903
<b>13</b>						-	
		10776	-	-	-	10776	11903
<b>Total Receipts</b>		88013	-	-	-	88013	97791

**The PCC of  
St Annes Chasetown  
Financial Statements for the Year Ended 31st December 2017**

Finance Form  
Box Number

**PAYMENTS**

**Raising Funds**

**Costs of Generating Funds**

17 Stewardship Costs

17 Costs of Appeals

17 Coffee Morning Costs

**Charitable Activities**

**Church Activities**

18 Mission Giving and Donations

19 Diocesan Parish Share

20 Salaries and Wages

21 Clergy and Staff Expenses

**Church Expenses**

22 Church Expenses (Mission and Evangelism) Church Expenses (Mission and Evangelism)

23 Church Running Expenses (Incl Governance) Church Running Expenses (Incl Governance)

24 Church Utility Bills

25 Cost of Trading

25 Church Hall Running Costs

**Major Capital Expenditure**

27 Major Repairs to the Church

28 Major Repairs to Church Hall

29 New Building Work

99 Other

Other costs

**Total Payments**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>3</b>						
<b>6a</b>						
					-	
					-	
					-	
	-	-	-	-	-	-
<b>6b</b>						
	2929				2929	2359
	42370				42370	39529
	10449				10449	11314
	1144				1144	1212
	1075				1075	3525
	5678		4409		10087	6014
	8597				8597	8457
					-	233
					-	
					-	
					-	
					-	
	72242	-	4409	-	76651	72643
<b>6c</b>						
	8478				8478	9916
					-	
	8478	-	-	-	8478	9916
	80720	-	4409	-	85129	82559

**The PCC of  
St Annes Chasetown  
Financial Statements for the Year Ended 31st December 2017**

**7 Cash at Bank and in hand**

	Unrestricted £	Restricted £	Endowment £	2017 Total £	2016 £
Bank Current Account				-	
- Number 1 Account	17413			17413	8088
- Number 2 Account	932			932	477
- Deposit Account	4948			4948	4586
- Roof Account			2663	2663	7240
- Flowers Account	140			140	266
- Film Night	-			-	2562
				-	
CBF Deposit Account	1974			1974	1967
Petty Cash				-	-
<b>Total</b>	<b>25407</b>	<b>-</b>	<b>2663</b>	<b>28070</b>	<b>25186</b>

**8 Investments**

	At 1st Jan £	Additions £	Disposals £	Transfers £	Change in Market Value £	At 31st Dec £
<b>Unrestricted funds</b>						
Investments						-
<b>Restricted funds</b>						
Investments						-
<b>Endowment funds</b>						
Investments						-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Independent Examiner's Report to the trustees/members of the PCC of

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Registered Charity number 1160765

I report on the accounts for the year ended 31st December 2017 which are set out on the following pages.

Respective responsibilities of the Trustees and Independent Examiner

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Signed: .....

Michael Martin Partnership Ltd  
3 Queen Street Ashford Kent TN23 1RF

Date: .....

23/03/18

## **2017 Annual Report of St. Anne's Church in the Parish of Chasetown**

### **Background**

St Anne's Church is situated in Church Street, Chasetown. The correspondence address is St Anne's Church, Church Street, Chasetown, Burntwood, Staffs WS7 3QL.

St Anne's Parochial Church Council (PCC) has the responsibility of co-operating with the Team Vicar, Revd. Richard Westwood and the Team Rector Revd. Margaret Mattocks 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.

St Anne's Church is served by the Chasetown Parish Ministry Leadership Team which, during 2017 underwent a number of changes: Mrs Joan Mullins and Mrs Kathleen Edgerton (Authorised Lay Ministers) both decided to not seek the renewal of their licenses, although they are still involved in prayer and pastoral ministry within the life of the church. Sadly, Mr Philip Stratton, (Reader) having renewed his license to minister, decided to leave the church fellowship after many years of membership and fruitful service. St Anne's PCC wishes to offer heartfelt thanks to Joan, Kath and Phil, for their faithful service and commitment over many years and wishes them well in their continuing ministry and discipleship.

As a result of these changes, the Chasetown Parish Ministry Leadership comprises only The Revd. Richard Westwood (Team Vicar) and The Revd. David Brook (retired minister with Bishops Permission to Officiate). In order to address the need for increased lay ministry in the PCC was pleased that a 'Learning to Lead' course operated during 2017, where opportunity was given for church members to receive training in leading services and preaching. The need for greater lay ministry was increased in October 2017 when Revd Linda Hood (Non-Stipendiary Minister at Hammerwich) stepped down from her role. The PCC wishes to record its thanks to Linda for her ministry amongst the people of Chasetown and wishes her well in her retirement.

### **Membership**

Members of the PCC are respectively either ex officio/co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During the year the following members of St Anne's served as members of the PCC:

<i>Team Vicar:</i>	Revd. Richard Westwood
<i>Wardens:</i>	Mrs Carol Thomas
	Mrs Sheila Murphy
<i>Secretary</i>	Mrs Anita Brookes
<i>Treasurer</i>	Mr Ken Scott- Clegg (Co-opted)
<i>Representatives on the Deanery Synod:</i>	Mrs Anita Brookes,
	Mrs Patricia Woodward

<i>Elected Members:</i>	Linda Ashwood	Betty Stanley
	Sheila Bott	Brian Golding
	David Buckley	Angela Buckley (Co-opted)
	Margaret Malley	Terry Smith
	Julie Hall	

### **Church attendance**

There are 99 members on the Church Electoral Roll of St Anne's Church, 44 (45%) of whom are resident outside the parish. The usual Sunday attendance at St. Anne's was 67 adults and 7 children, but this number increased for the major festivals. The 1st Sunday of the month has been an all age non-eucharistic service. On this 1st Sunday there is a Holy Communion Service in the evening.

The attendances at the annual Carol Service and the Christmas Eve Nativity Service were very encouraging, as is the participation in a regular monthly Messy Church. The pattern of Church services changed in October 2017 to accommodate the needs of Churches across the Benefice following the retirement of Linda Hood.

### **Review of the year**

The full PCC met 10 times during the year. The meetings were very well attended and a good portion of the business of PCC involved planning for the future mission of the church and development of the church building. The PCC also held an open meeting with all members of the church invited to discuss some of the plans for the development of St Anne's church building

Significant events in the year included the beginning of a weekly 'Place of Welcome' drop in coffee morning for all in the Parish of Chasetown. The monthly Messy Church, which aims to help children and young families worship together, has continued to thrive. The weekly carers and toddlers group 'Ladybirds' and the parent and child buggy walking group 'Strollers' are also well attended and are valued by members of the wider community. This work amongst children and families means that the size of our worshipping community has grown. The PCC thanks all who are involved in this work for the time, care and energy which they put into these parts of the life of the church. Small groups for prayer, Bible study and fellowship are now well established and are appreciated by all who attend. It is encouraging to note that the church ran two START courses for those wanting to find out more about the Christian faith and that six people from St Anne's decided to be confirmed during the year. Many church members attended a Quiet Day at Colwich Abbey and the PCC thanks Joan Mullins for her role in leading this. The PCC also wishes to thank the musicians and singers who help to organise and lead sung worship in the church, especially Yvonne Griffin, Jean Spraggett and Gerald Harvey.

During 2017 the church began to revise and improve its record keeping for the closed churchyard and is working with Lichfield District Council to help manage the churchyard in partnership with a local 'friends of the churchyard' group.

St Anne's Church building has benefitted from the instalment of external low energy (LED) Passive Infra Red security lighting which should reduce energy and maintenance costs and help to ensure the safety of users of the building at night time. The grounds of the church are cared for by Mr Roy Woodward, who together with Mr Terry Smith oversees the practical care of the church building. The PCC extends its thanks to Terry and Roy for this significant work and commitment

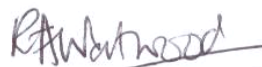
The PCC is indebted to the Churchwardens who have served in 2017, Carol Thomas and Sheila Murphy. Their hard work and dedication is much appreciated and the church thanks them warmly for all they have given in their service to God in this role especially whilst the Team Vicar, Revd Richard Westwood was on extended study leave for three months. Grateful thanks are also offered to Ministers from the benefice and from across the diocese who came to assist with services during this time. The PCC thanks Anita Brookes for her commitment and hard work in her role as PCC secretary and website manager and also thanks Ken Scott- Clegg, Angela Buckley and Tony Slater for their work on the Church's giving and finances.

St Anne's continues to support a number of charitable organisations and in 2017 donations were made to Macmillan Cancer Care, The Children's Society (through the collection from the Christingle Service), Hands at Work in Africa, Pathway Project, MAF, Action Aid, CMS and the Link for Life Project. In total St Anne's donated £2,929 to charity, shared between local, national and international good causes.

### **Financial Review**

During the year £85,129 (2016 £82,559) was spent to provide the Christian ministry in Chasetown parish, including £42,370 (2016 £39,529) as the contribution to the diocesan quota, which largely provides the stipends and housing for the clergy. The net result for the year was an excess of receipts over payments of +£2,884 (2016 was a balance of +£15,232). The main features of this excess (despite increased costs was) an increase in giving from the regular members of the church, much of which was focused around a gift day. This response from the congregation is wonderful and the PCC wishes to thank all members of the church who gave in such a generous way. As a result of this the PCC has been able to pay its parish share quota in full and by monthly standing order and also increase the amount it gives away to mission and charities. The PCC is grateful to have received grants from Burntwood Town Council (£250) towards the costs of the Ladybirds Carer and Toddler Group and from We Love Lichfield ( a fund managed by Lichfield District Council (£700) towards the cost associated with the start of the weekly 'Place of Welcome' Drop-In. In addition to the full payment of the 2016 Parish Share the PCC reached an agreement with the Lay Assessors of Lichfield Diocese to bring about the cancellation of a significant part of the historic arrears of unpaid parish share. The PCC acknowledges and thanks God for the continued health in its finances during this year and looks forward to making plans for further growth in the months and years ahead. The balance carried forward in unrestricted funds on 31December 2017 £28,070 (2016 was £25,186)

On behalf of the PCC (Chairperson) Revd. Richard Westwood



April 2018