

Appendix 2: Membership of PCC Committees

PCC committees

As required under the Church Representation Rules, the PCC has a Standing Committee, which has the power to transact the business of the PCC between meetings. The Vicar and Churchwardens are ex *officio* members of the Standing Committee.

In addition the PCC has established a number of committees to conduct identified areas of business. Each has its own terms of reference. The Vicar is an ex *officio* member of every PCC Committee. The Committees report regularly to the PCC. At 31st December 2017 the membership of each Committee was as below:

<b>Standing Committee:</b>	The Revd Jackie Bullen ( <i>Chair</i> ), Brian Green, Chris Wren, Suzie Robinson ( <i>Treasurer</i> ), Liz Eldred ( <i>Secretary</i> ), Sheila Barker, Bob Noyes
<b>Worship Committee:</b>	Linda Verdegem ( <i>Chair</i> ), the Revd Jackie Bullen, the Revd Barbara Howitt, Corinne Craymer, Jonathan Craymer, Pat Hemsley, Pat Hope-Jones
<b>Faith Development Committee</b>	Pat Hope-Jones ( <i>Chair</i> ) the Revd Jackie Bullen, the Revd Barbara Howitt, Pat Hemsley, Elaine Hunt, Ian Larter, Yvette Magri, Liz Medlock, Marjorie Peck, John Tidy
<b>Evangelism Committee:</b>	Brian Green ( <i>Chair</i> ), the Revd Jackie Bullen, Pam Hendry, Jane Pawley, Chris Wren
<b>Fabric Committee:</b>	Geoff Sayers ( <i>Chair</i> ), the Revd Jackie Bullen, Brian Green, Sally House, Daphne Mair, Bob Noyes, Helen Wallace, Tony West, Chris Wren
<b>Reordering Task Group:</b>	Geoff Sayers ( <i>Chair</i> ), Brian Green, Chris Wren, Phil Hemsley, Richard Sowell, Sarah Vassiliades.
<b>Finance Committee:</b>	The Revd Jackie Bullen ( <i>Chair</i> ), Suzie Robinson ( <i>Treasurer</i> ), Alan Eldred, Kathy Murphy, Huw Yardley
<b>Pastoral Committee:</b>	Pat Hemsley ( <i>Chair</i> ), Eddie Miller ( <i>licensed pastoral assistant and Parish Nurse</i> ), the Revd Jackie Bullen, Grace Cunningham, Elaine Hunt, Ken Green, Sheila Barker, Phil Hemsley
<b>Events Committee :</b>	Yvette Magri ( <i>Chair</i> ), the Revd Jackie Bullen, Pam Hendry, Jane Pawley, Bridget Steele, Ann Green

Appendix 3: Statement of Trustees’ Responsibility

The trustees are responsible for preparing the 'Trustees' Report and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

The law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

St Botolph's, Longthorpe

Report from The Parochial Church Council on the activities at St Botolph's in the year 2017



Cream Tea and Cup Cakes in the Vicarage Garden

Introduction

Following the interviews for a new vicar the Revd Jackie Bullen was appointed in December 2016 and the date of her Induction and Institution was confirmed as Saturday 1<sup>st</sup> April 2017. This was something that required considerable planning as it involved liaising with the Rural Dean and the Bishop’s Chaplain to confirm details. The fact that the vacancy was resolved in nine months is due to a lot of hard work by a very dedicated team.

Revd Jackie and her husband Neil moved into the Vicarage on 17<sup>th</sup> March. We were very fortunate that the Diocese had decorated throughout and upgraded the bathroom.

The Institution and Induction service was a tremendous occasion, thoroughly enjoyed by all those able to attend. It was full of pomp and ceremony but also very prayerful. The church was full to the brim and everyone enjoyed the refreshments afterwards provided by individuals from the congregation, and members of the Mothers’ Union.

Easter followed on soon afterwards and preparations for these services had to be organised prior to Revd Jackie’s arrival by the ministry team and churchwardens. All these important services in the life of the church were exceptionally well attended and enjoyed by all.

During this time Chris Walker, Reader and Children’s Minister, advised us that for family reasons she and her husband Tony intended to move to Lancaster in the middle of the year. Kate Mahon our organist also let us know that she and her family were intending to move to Lincoln.

Although an advert for an organist was published during the year, so far we have not been able to fill this post. However, Henk Kamminga a previous organist at St Botolph’s very kindly continues to play for us and rehearse the choir. We are able to provide music for most services with the help of Grant, Gloria, Sheila and Jonathan.

The impending departure of Chris and Tony along with Kate and her family gave us a lot to pray about as they were valued and important members of our team. Their farewells were celebrated during services with cheques and gifts from the congregation and good wishes for their futures.

During the vacancy we were very grateful to Revd Barbara Howitt, Revd Ray Hemingray, Father Haydn Smart and Canon Grant Brockhouse for covering our services, ensuring that all three Sunday and midweek services were maintained providing continuity for the congregation.

At the beginning of the year we thought the Chancellor had agreed the faculty for our reordering project but this was not to be. The reordering was mentioned in the House of Commons by our then MP in a very inflammatory way and more importantly an appeal by the Victorian Society resulted in the Chancellor being obliged to reconsider his decision. The various appeals resulted in the PCC agreeing unanimously to appoint a barrister to act on our behalf, a fuller reordering update appears elsewhere in this report.

Worship

**Worship Committee Review:**

The Worship Committee met 3 times in 2017(in February, June and October), twice under the temporary Chairmanship of Linda Verdegem. The Revd Jackie took over as Chair in October.

We had lost very valuable members of the Committee in 2017 including Peter Grover, Kate Mahon and Chris Walker but thankfully our numbers have been increased by the addition of Alison Sampson, Jonathan and Corinne Craymer, Mike Sampson and Chris

Wren; so we hope to see this Committee go from strength to strength under the guidance of our new Vicar.

Our aim is to consider all aspects of the daily worship of St Botolph’s and



to innovate, review and suggest improvements where we can. Some of our suggested innovations this year included: the increase in the number of licensed Eucharistic Assistants and Servers including several young people as Servers; all Church rotas are now being produced every four months (to the end of January, May and September); the sound system is being used at every service; Foodbank donations being brought up at the Offertory every 3<sup>rd</sup> Sunday; a complete read through of St Matthew’s gospel on Wednesdays in Lent.

We always try to signpost changes through sermons, the Parish Magazine and Pew News. We hope that these and other slight and progressive changes have generally met with the expectations of the congregation. However, as always, the Committee members would be interested to hear your views and will aim to discuss them at a meeting.

Children and Young People:

2017 was a year of change within our ministry for children and young people. With the departure of Chris Walker who had long played a very significant role in the organisation and delivery of worship resources in this area, it was inevitable that change would be needed in order to continue the full range of worship provision we enjoy at Longthorpe.

Sunday Groups:

The two groups continue to meet every Sunday except on All In Together weeks. The worship is led and organised by the Children’s Minister on duty, and is supported by the additional leaders. We now have four children’s ministers and various group helpers, including a few new additions for this year. It is always a challenge to find people (often busy parents) who are willing to find time to commit to serving in this role and we are very grateful for those who continue to support in this area, and for those who have supported in previous years.

In Autumn 2017 we moved to using the Roots worship material in preparing for our groups. This is a wonderful resource which provides

guidance on interpretation and exploration of the Gospel readings for all ages. Good preparation is key to our Sunday groups success, and this resource takes away much of the pressure for the leaders and provides a consistent approach to our worship planning. The response from the leaders and young people has been very positive.

All In Together:

The All In Together service on the third Sunday of the month is now well established but still evolving as we try to get the balance right for the various needs of the congregation in this setting. There is a core group of children’s leaders who meet monthly with Jackie to plan and take on some of the responsibility for preparation and delivery of aspects of the service.

We try to make this service as inclusive as possible using children, young people and adults in all of the visible roles within the service from welcoming to reading.

It is important to encourage our young families to fully engage in this service and this is best done from a place where they can see and get close to ‘the action’. We therefore do like some movement during the service and try to draw the families away from the ‘children’s corner’ where it can be very difficult to fully participate in the service. We welcome continued feedback of these services from all members of the congregation to ensure this opportunity for inclusive worship can grow and be shaped to serve all our community.

Young people:

The numbers of young people (teenagers) in our church community can be variable and is currently relatively low compared to the primary school aged families.

There is a very good resource in Peterborough through CROPS who organise local worship events and short ‘retreat’ type breaks in the half term holidays for secondary school age people. We have had strong links with the CROPS team in the past and will endeavour to work on this again during



Children receiving certificates following their First Communion

2018 so we can ensure there is a range of worship opportunities we can signpost young people to when we are unable to fill that role directly within St Botolph’s. It is pleasing to know that at least one of our families with secondary age children use CROPS and attend Letton Hall during half terms. This is a wonderful opportunity to access different styles of worship in a safe setting with their peers, and a time to make new likeminded friendships as well.

Baptisms and Confirmation:

This year the Baptism Team was renamed the Christening Team under guidance from the Church of England. There are now five members: Sheila Barker, Dorothy Hustwayte, Marjorie Peck and Bridget Sowell who are now known as the Baptism Buddies and the Rev’d Jackie works alongside them in this ministry. The team have introduced new attractive stationery and a new system of visiting this year.

Nine babies/children were baptised in 2017 including a twin brother and sister and two brothers. Two adults were also baptised during the year.

The team share in their care of the baptism families throughout the year. Some of these families are familiar with going to church and some are not. The families are initially visited by the vicar, followed by a visit from a Baptism Buddy who leaves a booklet by Ally Barrett 'Making the most of your Child’s Baptism'.

At this visit the team member talks with the families about any concerns they have about their welcome service at church and the Christening service. They are also told about Buggy

Expenditure

Expenditure, excluding major capital items was below the 2016 level. The main areas of reduction are in the costs and expenses of clergy and other ministers to cover services during the vacancy and paying for a regular organist.

During 2017, the sum of £5,935 was spent on the re-ordering project largely due to professional fees incurred.

Surplus

The surplus in 2017 was £42,636, an increase on 2016. This includes a sum of £1,556 to be paid out to charities from the Advent and Lent appeals and £12,911 to be forwarded to various charities from the Charities Fund.

Reserves are held as we anticipate the need to meet the costs of the reordering project in the near future.

In Conclusion

The PCC is grateful to the whole congregation for its active support for the life, ministry and mission of St Botolph’s. Although this report runs to several pages in length it is impossible to acknowledge every contribution made. In the Christian Church every contribution made is of equal value and this must never be overlooked. Behind the scenes unnumbered acts of kindness, witness and worship enrich the lives of many people at St Botolph’s and in the community of Longthorpe.

Administrative Information

St Botolph’s Church is situated in Thorpe Road, Longthorpe, Peterborough. It lies within the Deanery of Peterborough, in the Diocese of Peterborough.

Correspondence is addressed to:  
The Revd Jackie Bullen, 315 Thorpe Road, Peterborough PE3 6SU. (e-mail: jacqbullen@aol.com)

The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Botolph, Longthorpe is a charity registered with the Charity Commission, number 1131670. The charity’s trustees are the members of the PCC.

PCC members who have served from 1 January 2017 to the date this report was approved are listed in Appendix 1, together with details of the PCC’s bankers and independent examiner. A statement of Trustees’ responsibilities is at Appendix 3.

Structure, Governance and Management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils (Powers) Measure 1956. The appointment of PCC members is governed by and set out in the Church Representation Rules. These rules provide that certain persons are *ex officio* members of the PCC: the Priest in charge, the Pioneer Curate, the Churchwardens, the elected representatives on Peterborough Deanery Synod and such other members of the Deanery and/or Diocesan Synod who are on the Church Electoral Roll. The rules also provide that there be a number of elected representatives of the laity on the PCC, who shall hold office from the conclusion of the annual meeting (APCM) at which they were elected to the conclusion of the third APCM thereafter.

- In addition –
- the APCM on 20 April 2010 resolved that Readers had the right to be appointed to the PCC if they wished;
  - the APCM on 29 April 2008 resolved that the number of elected representatives of the laity on the PCC be 9;
  - the APCM on 24 April 2007 resolved that no elected representative of the laity may hold office for more than six years continuously after the date of the APCM at which he/she was elected.

Appendix 1: Details of PCC Members, Bankers and Independent Examiner

PCC members who have served from 26th April 2016 until the date this report was approved are:

<i>Vicar</i>	Revd Jackie Bullen ( <i>Chairman</i> )
<i>Readers</i>	Pat Hope-Jones, Pat Hemsley
<i>Churchwardens</i>	Brian Green ( <i>Vice Chairman</i> ), Chris Wren
<i>Elected representatives on Peterborough Deanery Synod</i>	Sheila Barker, Corinne Craymer, Eddie Miller, Yvette Magri, Daphne Mair, Jonathan Craymer
<i>Elected at APCM 2017</i>	Phil Hemsley, Pam Hendry, Bob Noyes
<i>Elected at APCM 2016</i>	Suzie Robinson ( <i>Treasurer</i> ), Liz Eldred ( <i>Secretary</i> ), Ann Green, Barbara King*, Bob Noyes*, Pam Hendry* (* casual vacancies)
<i>Elected at APCM 2015</i>	Sheila Barker, Kathy Murphy
<b>Bankers :</b>	Barclays Bank plc, PO Box 294, 1 Church Street, Peterborough PE11EZ
<b>Independent examiner</b>	Rawlinsons, Ruthlyn House, 90 Lincoln Road, Peterborough PE1 2SP



Support

Fabric Committee:

Reordering of the Church:

Following the issue of the Chancellor’s ‘final’ judgement on 17<sup>th</sup> November 2016 the Victorian Society (VS) lodged an appeal which was referred to the Dean of Arches. The Dean granted VS limited grounds for appeal which they filed with the Dean. A date was set for a Court hearing which would be held in the church.

However following a visit to the church by the VS barrister, their representative and solicitor and a discussion with Jackie, Brian and Chris, a compromise was discussed and eventually agreed. The VS then withdrew their appeal, the Court hearing was cancelled and on an order from the Dean of Arches we submitted a revised Petition for Faculty to the Chancellor whose decision is awaited.

The Church:

The new sound system is working well although a number of improvements have been identified as needed. These are being addressed.

A new CCTV recorder has been installed with a much improved picture quality.

A Fabric Committee Terms of

Reference document has been prepared. This is a working document which will be continually updated.

The pressure vessels in both of the boilers failed and had to be replaced together with the boiler flues. Temporary heaters had to be used for a few days. Both boilers are working satisfactorily now.

A new shelf unit has been installed at the West end of the Cloister which has resulted in improved storage and circulation space.

All statutory inspections have been carried out and certificates issued.

Four members of the committee have attended a Diocesan Church Maintenance Workshop which proved to be very informative and confirmed that we are employing “good practice” at St. Botolph’s.

Stephen Oliver our new Church Architect visited the church to meet Jackie.

The Churchyard:

A new lawnmower has been purchased and the old one sold.

The ‘Remember Me’ roses to the area behind the Thorpe Road boundary wall are in need of replacement and attempts are being made to propagate new from old.

The external notice boards to Thorpe Road and the rear car park are worn and in need of replacement. It is proposed to replace the one by the car park with a similar one, but to make an alternative arrangement for that on Thorpe Road to make it more visible in both directions.

Regular maintenance to the churchyard and graves continues with thanks to the energetic team.

Health & Safety:

The locks on the South and Vestry doors have been changed for those with internal thumb turns. Loose kerbs in Woburn Close have been repaired by the Council. The annual Health and Safety inspection has been carried out and report submitted to the PCC. Fire evacuation exercises have been safely carried out at several services. Fire evacuation instruction notices have been updated and posted on the notice board.

\*\*\*\*

Our sincere thanks to all those involved in the upkeep of our church and churchyard, together with addressing the numerous health and safety responsibilities, in giving us the benefit of their time and talents with such enthusiasm and commitment.

offer the welcome we value so much.

At the same time, we hope to develop and expand our outreach and extend our generosity to all those God has placed in our care.

Collections at services fell by £2,494 but one-off donations by Gift Aid rose significantly. This increase is the result of last year’s Lent and Advent Appeals being successful and a donation to the church of £5,000 from Chris and Tony Walker to be used for work amongst children and families in the church.

As in previous years, Gift Aid is a vital part of our income being £22,236 in 2017.

Buddies and various church services and social events.

After the Christening, the Baptism Buddy continues contact with the family for the next three years, sending baptism anniversary cards and invites to church services and events during the year.

The annual Christening Party, inviting families who have had baptisms in the past two years, was again very successful this year with many families attending.

The team meet at least three times a year where they discuss any improvements that can be made in the support offered to the families.

Several children were admitted to First Communion and eight people were being prepared for Confirmation to be held early in 2018.

Botolph’s Buggy Buddies:

The group is thriving at the moment with regular attendances of between 15 and 18 children each week with their parents, grandparents or carers. There is always a happy atmosphere with young mums/carers laughing and chatting while the little ones are playing.

This year we welcomed Anne Davis as an additional leader who has been a tremendous asset to the team.



The children welcome Revd Jackie

There have been a number of enquiries for Christenings from Buggy Buddies families and we have also welcomed new families to the group who heard about us at the baptism of their child.

The group meets on Friday morning from 10.30 to 12 noon during term time.

Parade Services:

During 2017 two Parade Services were held at St Botolph’s for the uniformed organisations in Longthorpe. With the strong leadership particularly from John and Roz Tidy over the years this has become a valuable outreach opportunity.

In 2017 this worked particularly well as the Parade Service was combined with our Christingle Service. This popular service was well attended and really enjoyable for all ages, with active involvement from both the uniformed groups and our regular church families.

Special Services and events:

We are very fortunate to facilitate a number of special services aimed at our families.

This year we had a very busy Good Friday Service where the visitors were welcomed and could explore stations set out to tell the Easter Story in an informal way around the church.

The Crib Service was as popular as ever this year; we continue to have two services on Christmas Eve to ensure we can safely accommodate everyone who wants to attend. The format of nativity from scratch is much loved by all and gives an opportunity for young children especially to get involved in the story.

We see these special services as an important opportunity to reach out into the community and draw in families who would not otherwise attend church. It has to be said though that these types of services take great preparation and commitment from the teams involved and we are thankful for everyone who gives their time to make them happen.

2017 Financial Review

Income

The total income in 2017 showed an increase of £11,526 when compared to 2016. This increase is made up largely of 2 legacies totalling £15,500. There were a number of smaller but significant changes in other areas.

Our planned giving, the core of our income from standing orders and stewardship envelopes increased slightly by £1,653 thanks mainly to your response to our stewardship review in May 2017.

Some newer members of the congregation became regular givers and a few others increased their giving which

is good news. However, as in previous years, we lost a number of generous givers during the course of the year - either having moved away or sadly died.

It is essential for our financial well-being and our ability to continue to grow as a church that we challenge ourselves year by year.

We must ask ourselves - is my giving at the right level to build the kingdom of God? Should I aim to achieve the recommended 10% or tithe to the church and other charities?

We must be prepared to cover the costs of maintaining and improving this beautiful building we enjoy in order to

Faith Development

Faith Development Committee

The Committee met twice in 2017 in June and October. It continues to organise, monitor and support various means of developing faith within the congregation.

The five Home Groups continue to meet fortnightly during term time, each planning its own programme as appropriate for that group. The Muskham group went on two outings and Barbara Howitt took some members of her group on a visit to Rome. These groups are an important means of encouraging spiritual growth and giving support and fellowship to members. The Committee would very much like to see the number of groups and people involved to increase.

A Retreat was held at Launde Abbey in June, led by Bishop John Flack. This was greatly appreciated by those who attended.

Canon David White, the Revd Jackie’s training incumbent, led the Advent Quiet Day at Launde which was much enjoyed by those attending.

The Songs of Praise service in July again



Retreat at Launde Abbey

provided an evening of encouragement and fellowship.

The Library continues to offer a good range of books, but could do with some development. The congregation were recommended new Lent and Advent books to buy as well as those from former years in the Library.

In the autumn, instead of running a Pilgrim course, we used a course on Prayer which had been developed by Jackie. Many people particularly appreciated the times of discussion and sharing.

In November a number of people were encouraged to attend ‘Explore’, a day organised by the Diocese for those considering their calling within the Church.



## Pastoral Committee:

The brief of the Pastoral Committee continues to be the oversight and co-ordination of the wide range of excellent pastoral work existing within the parish; its aims to affirm and assist those involved in pastoral ministry and to identify areas of future growth. During the year, two members resigned, for personal and health reasons and were thanked for their contribution to the work of the committee. However, two new members joined, maintaining our membership at seven, with a representation between them of major areas of pastoral care i.e baptism and children's work, bereavement support and ministry to an older congregation.

Edwina Miller continues to work as both Parish Nurse and licensed Pastoral Minister. Her work in these roles, offering a whole person health ministry, is growing and is fulfilling a real need. Besides being an integral part of the Wednesday morning Eucharistic team, Eddie is also planning a local Health Fair, to be held later in 2018 and has started a "Walk and Talk" group which meets fortnightly on a Thursday morning. These ministries are important undertakings, both for Eddie, and for the church and the committee will continue to support her in prayer and in practical terms where appropriate.

The number of people requiring home communion remains stable, but more people have been trained and licensed to act as Eucharistic assistants, both in church, and in homes. We are currently awaiting some guidance from Claire Drake, our safeguarding officer on the issues and practices of "lone working", but encourage all our Eucharistic assistants to visit in pairs, not only from the safety point of view, but as a way of bringing the church to those who are unable to come in person. We aim to revise the short orders of service used at these times in the near future.

Sadly, for several reasons, the links with Ashlynn Grange became difficult to sustain and ended in October with a Harvest service in church for the residents, families and staff. St Jude's Church, in whose parish the home is, is hoping to continue some form of ministry there.

The monthly Cloister lunches continue to thrive and many individuals take on pastoral visiting, care and support in a



*The Choir led by Kate Mahon*

sensitive and thoughtful way, responding to all kinds of need.

Committee members report regularly on their links with other pastoral areas and bring concerns to meetings. We are aware of the many individuals whose pastoral care is spontaneous, unsung and unstinting and covers not only the church family, but often those in our wider community; to all these we offer our thanks.

## Safeguarding:

"St Botolph's Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all volunteers to share this commitment."

As such over the past year we have:

- Continued to hold an annual safeguarding training course for all involved in ministry with children or vulnerable adults; including the PCC
- Held a training session to update all those involved in the children's groups on policy and procedure for ensuring everyone is kept safe at all times
- Promoted our commitment to safeguarding via the parish website, magazine and pew news
- Reviewed and published the Safeguarding Policy as required of the PCC on an annual basis
- Ensured that all newly appointed volunteers complete an enhanced DBS check prior to commencing their role and receive appropriate training
- Renewed DBS checks for volunteers whose previous check had expired
- Processed DBS checks for members of the PCC as Trustees
- Kept up to date with best practice via newsletters and communication from the Diocesan Safeguarding Officer
- Completed the pilot of an audit trialled by the Diocese. This is to now become an annual requirement

In order to ensure that we continue to be committed at all times to safeguarding all who worship in our Church it is vitally important that we remember the Paramountcy Principle from the Children's Act in 1989 which stated that **the welfare of children (and now vulnerable adults) is at all times paramount and overrides all other considerations.** Please keep this fact at the forefront of your minds at all times.

## Bereavement Support Group:

Bereavement Ministry is a reactive service; it is offered when asked for. The vicar has spoken to all the families, but there has been very little involvement of the Bereavement Team this year. Most bereaved people have been well supported by their family and friends, or they live too far away from Peterborough to look to us for support.

## Marriage Preparation:

Rob and Linda McGeever offered marriage preparation to those being married at St Botolph's in 2017.

Whilst this valuable ministry is much appreciated by the couples who are married here it is an ongoing challenge to offer such support to those who are married here but do not live locally.

For this reason discussions are underway regarding the best way to support couples in the future.

## Social Events:

The aim is to bring together the family of St Botolph's for purely social events and during 2017 these included:

- Institution service for Jackie followed by refreshments in Cloister - April
- Quiz held in church including fish and chip supper – June
- Picnic at Toilethorpe followed by a performance of 'Hobson's Choice' – July

Only a few items were arranged this year awaiting our new vicar's input, following which a new committee was formed named the Events Committee chaired by Yvette Magri. The aim of the committee is to offer various forms of support for other groups wishing to arrange church events. We are not a catering committee, but are happy to help with refreshments, parking, setting up and clearing up and encouraging others to help when/if possible.

## Ministry:

The church's pattern of worship was maintained during the interregnum and also, with the addition of a few special services and celebrations, following the installation of the Revd Jackie Bullen as Vicar. During the year the Revd Barbara Howitt changed role from being Assisting Priest to Retired Priest and so her presiding and preaching have reduced considerably, however her ministry is still highly valued, especially at the Wednesday morning Eucharist.

Chris Walker carried on her Reader ministry until she moved away in June,

when the leadership of children and families work was taken up by a team of people and continues to grow and develop. Pat Hope-Jones and Pat Hemsley also continued in their Reader ministries and have worked closely with Jackie to help her settle into and develop the worship patterns here at St Botolph's.

Eddie Miller is growing and developing her ministry as Lay Pastoral Minister and Parish Nurse, serving the people of the church and the parish.

The Ministry Team continued to monitor, evaluate and plan the Church's ministry so that we can react

to changes within the church and beyond. Each member of the team brings their own unique gifts and together aim to use them for the benefit of the church and the wider community.

## Organisations supporting the life of St Botolph's:

St Botolph's continues to be blessed by the active support of both the Mothers' Union and Cursillo. Men of Botolph and Ladies of Botolph have carried on meeting and enjoying fellowship together.

## Outreach

### Mission & Evangelism Committee (formerly Evangelism Committee):

Under the Revd Jackie's leadership this small but enthusiastic committee has continued in their aim of reaching out to the wider community and not only spreading the Good News and bringing people to faith but letting more people know what is happening in our church and what we are doing - for example copies of Pew News can now be found in local hotels etc.

"Carols on The Green" and the "Beer and Carols" at the Woodman were again well attended and such a wonderful way of sharing with others in the community the friendship and fellowship we are blessed to encounter here at St Botolph's. It is always a joy to see new faces at these events and we pray we are successful in encouraging and welcoming them through the door at other times of the year.

Revd Jackie reminds us that Evangelism is a core message of The Gospel and should be at the centre of everything we do and with this in mind we are aiming to work closely alongside other committees to ensure The Message continues to be spread.

If you feel you would like to join this committee you would be made very welcome - we are looking forward to a busy year ahead with lots of events in the pipeline and we would love for you to join us and help us build and grow our wonderful Church family.

### Communications Committee:

The Communications Committee met four times in 2017, in March, June, September and November. Pat Hope-Jones stepped down after the June meeting and we thanked her for many years of sterling work as chair. She continues as a very active member of the committee. Jane Hogg took over as chair in September when we were also joined by new member, Daphne Mair. At Jackie's first meeting with the committee in June she said she is keen for us to develop a positive, consistent and accessible brand in all communications with clear type, wording and images. In our meetings we have always regularly assessed the different ways in which we communicate with church members and others. With Jackie's encouragement we conducted an audit of all these. Pew News, seasonal cards and the Magazine continue to be admirably produced by Pat Hope-Jones. Ray Hemingray has taken back responsibility for the website, for which we are very grateful. All amendments go first to Jackie who passes them on to him. Two new headings: weddings and christenings have been added. A new Welcome Card has been designed. Jackie has started a Facebook page with regular posts on church activities. Thanks also to Anne and John Davis who have taken on the regular maintenance of the notice boards in and outside the church. In November we had a special meeting to look at new noticeboards. Geoff

Sayers wishes to donate new outside boards in memory of his wife, Wendy.

The church history booklet prepared by Jane Hogg was launched in September. Everyone on the Pew News email list got a digital copy and a few (at £1 each) are available in the Cloister. A longer version is on the website.

### Christian Aid Week 14 – 20 May 2017:

Christian Aid Week this year focused on supporting refugees seeking safety because of war, conflict and disaster in the largest movement of people since the Second World War.

Many of our longstanding volunteers and several newcomers took part in the annual house-to-house collection. In total, 29 volunteers collected in 46 of the 55 roads in the parish and covered around 1,000 homes. The total raised (including Gift Aid) was approximately £2,800, an increase of around £200 on the previous year. Many parishes in Peterborough do not have sufficient volunteers to take part in the house-to-house collection and we are very blessed at St Botolph's to have so many people willing to help. Grateful thanks are due to all who collected and donated, not least to Tony Huggins who was responsible for counting and banking the proceeds. Supporting Christian Aid makes a great difference to so many living in poverty worldwide.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST BOTOLPH, LONGTHORPE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

--- 0 ---

**CONTENTS:**

<b>Page 2</b>	<b>Independent Examiner's Report</b>
<b>Pages 3-4</b>	<b>Statutory financial statements for the year ended 31 December 2017:</b>
Page 3	Statement of Financial Activities
Page 4	Balance Sheet at 31 December 2017
<b>Pages 5-14</b>	<b>Notes to the accounts:</b>
Page 5	Note 1 Accounting policies
Page 6	Note 2 Incoming resources
Pages 7-8	Note 3 Resources expended
Page 9	Note 4 Staff costs
	Note 5 Fixed assets for use by the PCC
	Note 6 Debtors
	Note 7 Creditors
Page 10	Note 8 Analysis of net assets by Fund
	Note 9 Summary of Fund balances
Page 11	Note 10 Charities Fund
	Note 11 Building and Fixed Assets Fund
Page 12	Note 12 Church Reordering Fund
	Note 13 Other designated funds
Page 13	Note 14 Other restricted funds
	Note 15 External Fund
Page 14	Note 16 Lent/Advent Appeals Fund

# **PAROCHIAL CHURCH COUNCIL OF ST BOLOTPH'S LONGTHORPE**

## ***INDEPENDENT EXAMINER'S REPORT TO ST BOTOLPH'S LONGTHORPE PAROCHIAL PARISH COUNCIL***

---

This report on the financial statements of St Botolph's Longthorpe Parochial Church Council for the year ended 31 December 2017, which are set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the 2011 Act').

### **Respective responsibilities of the PCC and the examiner**

As the members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of Regulations and section 144(2) of the 2011 Act do not apply and that an independent examination is needed.

It is my responsibility to :

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 under section 145 of the 2011 Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

### **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 financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

M A Jackson FCA  
Baldwins Holdings Limited t/a Rawlinsons  
Accountants

Ruthlyn House  
90 Lincoln Road  
Peterborough  
PE1 2SP

Date:

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Statement of financial activities for the year ended 31 December 2017

	Note	Unre- stricted Funds £	Design- ated Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
<b>INCOME FROM:</b>						
Voluntary income	2(a)	143,556	709	9,273	153,538	143,008
Activities for generating funds	2(b)	912	-	-	912	383
Income from church activities	2(c)	12,152	-	-	12,152	11,719
Income from investments	2(d)	2,542	-	-	2,542	2,508
<b>TOTAL INCOME</b>		<b>159,162</b>	<b>709</b>	<b>9,273</b>	<b>169,144</b>	<b>157,618</b>
<b>EXPENDITURE ON:</b>						
Costs of generating voluntary income	3(a)	179	-	-	179	78
Church activities	3(b)	117,872	3,045	3,723	124,640	133,767
Governance costs	3(c)	906	-	-	906	546
Major capital expenditure	3(d)	5,935	-	-	5,935	11,081
<b>TOTAL RESOURCES EXPENDED</b>		<b>124,892</b>	<b>3,045</b>	<b>3,723</b>	<b>131,660</b>	<b>145,472</b>
<b>NET INCOMING/(OUTGOING)</b>						
<b>RESOURCES BEFORE TRANSFERS</b>		<b>34,270</b>	<b>(2,336)</b>	<b>5,550</b>	<b>37,484</b>	<b>12,146</b>
Transfers between funds		(15,000)	15,000	-	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES</b>						
<b>BEFORE OTHER RECOGNISED</b>						
<b>GAINS AND LOSSES</b>		<b>19,270</b>	<b>12,664</b>	<b>5,550</b>	<b>37,484</b>	<b>12,146</b>
Unrealised gains/(losses) on investments	5(b)	5,152	-	-	5,152	7,005
<b>NET MOVEMENT IN FUNDS</b>		<b>24,422</b>	<b>12,664</b>	<b>5,550</b>	<b>42,636</b>	<b>19,151</b>
Balances brought forward at 1 January	9	111,019	2,922	10,277	124,218	105,067
Balances carried forward at 31 December		<b>135,441</b>	<b>15,586</b>	<b>15,827</b>	<b>166,854</b>	<b>124,218</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Balance sheet at 31 December 2017

		2017	2016
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	5(a)	-	-
Investments	5(b)	72,148	66,996
		<u>72,148</u>	<u>66,996</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	5,681	3,775
Short term deposits		44,620	44,495
Cash in hand and at bank		44,741	10,078
		<u>95,042</u>	<u>58,348</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due in one year	7	(336)	(1,126)
		<u>(336)</u>	<u>(1,126)</u>
<b>NET CURRENT ASSETS</b>		94,706	57,222
<b>TOTAL NET ASSETS</b>	8	<u>166,854</u>	<u>124,218</u>
<b>CHURCH FUNDS</b>			
Unrestricted funds:			
General Fund		135,441	111,019
Designated funds:			
Charities Fund	10	12,911	956
Building and Fixed Assets Fund	11	1,327	1,327
Church Reordering Fund	12	794	409
Other designated funds	13	554	230
		<u>15,586</u>	<u>2,922</u>
Restricted funds:			
Other restricted Funds	14	10,000	5,000
External Fund	15	4,271	4,271
Lent/Advent Appeals Fund	16	1,556	1,006
		<u>15,827</u>	<u>10,277</u>
<b>TOTAL CHURCH FUNDS</b>		<u>166,854</u>	<u>124,218</u>

Approved by the Parochial Church Council on ..... and signed on its behalf by:

Linda Vertegen  
PCC Chair

S Robinson  
PCC Treasurer



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

---

### 1 ACCOUNTING POLICIES

#### Accounting convention

These accounts have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK General Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body (e.g. Longthorpe Mothers' Union), nor those that are informal gatherings of church members (e.g. Men of Botolph).

#### Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing these accounts.

#### Incoming resources

Collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### Resources expended

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to a contractual provision of the instrument.

#### Fixed assets

Consecrated and benefice property is excluded from the accounts in accordance with section 10(2)(c) of the Charities Act, 2011.

Movable 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.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### Funds

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object.

*Designated funds* are unrestricted funds set aside by the PCC for a particular purpose or purposes. Funds so designated by the PCC may be redesignated by the PCC, so designation does not prevent funds being spent on any other purpose.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of revision and future periods where the revision affects both current and future periods.

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

<b>2 INCOMING RESOURCES (£)</b>					
	Unrestricted funds	Designated funds	Restricted funds	Total 2017	Total 2016
<b>2(a) Voluntary incoming resource</b>					
Planned giving, eligible for Gift Aid:					
standing orders	84,269	-	-	84,269	81,934
envelopes and other	5,441	-	-	5,441	6,096
	89,710	-	-	89,710	88,030
Planned giving, ineligible for Gift Aid:					
standing orders	2,203	-	-	2,203	3,321
payroll giving, CAF vouchers	1,484	-	-	1,484	1,346
envelopes and other	1,804	-	-	1,804	851
	5,491	-	-	5,491	5,518
Collections at services:					
by Gift Aid	-	-	-	-	1,011
not by Gift Aid	2,868	-	-	2,868	4,351
	2,868	-	-	2,868	5,362
Donations and all other giving:					
Once-off donations by Gift Aid	5,639	567	7,201	13,407	7,058
Wall safe	283	-	-	283	282
Donations for coffee, biscuits	362	-	-	362	465
Sundry other donations , not by GA	2,059	-	1,522	3,581	7,303
	8,343	567	8,723	17,633	15,108
Gift Aid recoverable from HMRC:					
on planned giving	17,251	-	-	17,251	21,958
on unplanned giving	2,660	142	550	3,352	876
on small donations by GASDS	1,733	-	-	1,733	1,156
	21,644	142	550	22,336	23,990
Other voluntary income:					
Legacies	15,500	-	-	15,500	5,000
	15,500	-	-	15,500	5,000
<b>Voluntary incoming resources: total</b>	<b>143,556</b>	<b>709</b>	<b>9,273</b>	<b>153,538</b>	<b>143,008</b>
<b>2(b) Activities for generating funds</b>					
Photocopying charges	11	-	-	11	25
Use of church premises	901	-	-	901	358
<b>Fund-generating activities: total</b>	<b>912</b>	<b>-</b>	<b>-</b>	<b>912</b>	<b>383</b>
<b>2(c) Income from church activities</b>					
Fees (for funerals, weddings etc)	4,715	-	-	4,715	4,786
Magazine sales	1,846	-	-	1,846	1,522
Magazine advertising revenue	2,234	-	-	2,234	2,176
Maundy Thursday supper	-	-	-	-	152
Cloister lunches	458	-	-	458	437
Sales of books	393	-	-	393	280
Quiet Day, Parish Retreat participants	1,885	-	-	1,885	2,070
Other sales (candles, Easter eggs etc)	621	-	-	621	296
<b>Income from church activities: total</b>	<b>12,152</b>	<b>-</b>	<b>-</b>	<b>12,152</b>	<b>11,719</b>
<b>2(d) Income from investments</b>					
Interest	125	-	-	125	205
Dividends	2,417	-	-	2,417	2,303
<b>Investment income: total</b>	<b>2,542</b>	<b>-</b>	<b>-</b>	<b>2,542</b>	<b>2,508</b>
<b>Total incoming resources</b>	<b>159,162</b>	<b>709</b>	<b>9,273</b>	<b>169,144</b>	<b>157,618</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

3 RESOURCES EXPENDED (£)				2017	2016	
	Unrestricted funds	Designated funds	Restricted funds	Total Funds	Total Funds	
<b>3(a) Costs of generating voluntary income</b>						
Stewardship expenses, etc	179	-	-	179	78	
<b>3(b) Church activities</b>						
Charitable donations	25	3,045	3,723	6,793	19,172	
Ministry:						
Parish Share and Deanery quota	79,984	-	-	79,984	75,793	
Parish priest's expenses	1,392	-	-	1,392	567	
Assisting priest's expenses	-	-	-	-	10	
Expenses of other ministers & laity	-	-	-	-	124	
	81,376	-	-	81,376	76,494	
Worship:						
Choir and music	392	-	-	392	499	
Altar requisites	955	-	-	955	1,639	
Flowers	535	-	-	535	360	
Other devotional material	565	-	-	565	373	
Baptism preparation	168	-	-	168	332	
	2,615	-	-	2,615	3,203	
Pastoral care:						
Marriage preparation	121	-	-	121	58	
Bereavement group	24	-	-	24	92	
Coffee/biscuits	225	-	-	225	280	
Cloister lunches	182	-	-	182	-	
Other refreshments	178	-	-	178	1,412	
Parish nursing	1,960	-	-	1,960	1,259	
Pastoral care, general	4	-	-	4	195	
	2,694	-	-	2,694	3,296	
Faith development:						
Children's groups	50	-	-	50	80	
Youth work	186	-	-	186	148	
Confirmation classes	136	-	-	136	-	
Christian books for resale	150	-	-	150	550	
Bibles & books, not for resale	450	-	-	450	103	
Parish retreat / quiet day	2,050	-	-	2,050	336	
Pilgrim course	94	-	-	94	-	
Advent calendars, Easter eggs, shoe boxes	-	-	-	-	1,021	
	3,116	-	-	3,116	2,238	
Mission and evangelism:						
Buggy buddies	49	-	-	49	7	
Other evangelism and mission	589	-	-	589	180	
	638	-	-	638	187	
<b>3(b) Church activities</b>	c/f	90,464	3,045	3,723	97,232	104,590



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

### 3 RESOURCES EXPENDED (continued) (£)

		Unrestricted funds	Designated funds	Restricted funds	2017 Total Funds	2016 Total Funds
<b>3(b) Church activities</b>	b/f	90,464	3,045	3,723	97,232	104,590
Communication:						
Magazine		3,504	-	-	3,504	1,236
Newsletter and website		50	-	-	50	567
Posters		118	-	-	118	255
Communication, other		206	-	-	206	164
		<u>3,878</u>	<u>-</u>	<u>-</u>	<u>3,878</u>	<u>2,222</u>
Church running expenses:						
Gas		3,703	-	-	3,703	2,652
Electricity		1,937	-	-	1,937	1,297
Water		270	-	-	270	252
Telephone		162	-	-	162	526
Internet services		435	-	-	435	159
		<u>6,507</u>	<u>-</u>	<u>-</u>	<u>6,507</u>	<u>4,886</u>
Church building, contents and land:						
Insurance		1,935	-	-	1,935	1,836
Depreciation		-	-	-	-	-
Movable fixtures, fittings & equipment		3,511	-	-	3,511	1,220
Building maintenance		3,581	-	-	3,581	4,317
Upkeep of churchyard		2,179	-	-	2,179	2,424
Glebe land rent		287	-	-	287	287
		<u>11,493</u>	<u>-</u>	<u>-</u>	<u>11,493</u>	<u>10,084</u>
Contractual staff payments, honoraria:						
Organist		735	-	-	735	2,739
Honorarium to assisting priest		480	-	-	480	480
Assisting priests during interregnum		519	-	-	519	2,153
Gifts		612	-	-	612	1,980
		<u>2,346</u>	<u>-</u>	<u>-</u>	<u>2,346</u>	<u>7,352</u>
Support costs:						
Lease payments, photocopying costs		2,960	-	-	2,960	3,438
Paper, n.e.s.		-	-	-	-	452
Stationery, postage etc n.e.s.		179	-	-	179	254
Treasurer's expenses		26	-	-	26	489
Other		19	-	-	19	-
		<u>3,184</u>	<u>-</u>	<u>-</u>	<u>3,184</u>	<u>4,633</u>
<b>Total cost of church activities</b>		<b>117,872</b>	<b>3,045</b>	<b>3,723</b>	<b>124,640</b>	<b>133,767</b>
<b>3(c) Governance costs</b>						
Fees of independent examiner		906	-	-	906	546
<b>3(d) Major capital expenditure</b>						
Interior re-ordering project		5,935	-	-	5,935	5,161
Church sound system		-	-	-	-	5,920
		<u>5,935</u>	<u>-</u>	<u>-</u>	<u>5,935</u>	<u>11,081</u>
<b>Total resources expended</b>		<b>124,892</b>	<b>3,045</b>	<b>3,723</b>	<b>131,660</b>	<b>145,472</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

### 4 STAFF COSTS

The PCC employs no staff. The services of the organist are provided under a contractual agreement. All other tasks required to be performed for the maintenance of the church are provided free of charge by numerous volunteers. In particular, the church benefited in 2017 from the unpaid services of the Assisting Priest, three Readers and two Lay Pastoral Ministers.

No payments were made to any PCC member, other than the reimbursement of expenses necessarily incurred by PCC members in the performance of their voluntary duties on behalf of the PCC.

### 5 FIXED ASSETS (£)

#### (a) Tangible

	Photo-copier	Chairs	Lawn-mower	2017 Total Funds	2016 Total Funds
Actual cost					
At 1 January 2017	3,773	500	600	4,873	4,873
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 December 2017	3,773	500	600	4,873	4,873
Depreciation					
At 1 January 2017	3,773	500	600	4,873	4,873
Charge for the year	-	-	-	-	-
At 31 December 2017	3,773	500	600	4,873	4,873
Net book value					
At 1 January 2017	-	-	-	-	-
At 31 December 2017	-	-	-	-	-

#### (b) Investments

Market value 1 January 2017	66,996	59,991
Unrealised revaluation gain	5,152	7,005
Market value at 31 December 2017	72,148	66,996

### 6 DEBTORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	Funds held as agent	2017 Total Funds	2016 Total Funds
Income tax recoverable	5,261	-	-	-	5,261	3,775
Other debtors	420	-	-	-	420	-
<b>Total debtors</b>	5,681	-	-	-	5,681	3,775

### 7 CREDITORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	Funds held as agent	2017 Total Funds	2016 Total Funds
Other creditors	336	-	-	-	336	1,126
<b>Total creditors</b>	336	-	-	-	336	1,126

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

### 8 ANALYSIS OF NET ASSETS BY FUND (£)

	Unrestricted Funds	Designated Funds	Restricted Funds	Funds held as agent	2017 Total Funds	2016 Total Funds
Tangible fixed assets	-	-	-	-	-	-
Investments	72,148	-	-	-	72,148	66,996
Fixed assets	72,148	-	-	-	72,148	66,996
Debtors	5,681	-	-	-	5,681	3,775
Cash and short-term deposits	57,948	15,586	15,827	-	89,361	54,573
Current assets	63,629	15,586	15,827	-	95,042	58,348
Current liabilities	(336)	-	-	-	(336)	(1,126)
	135,441	15,586	15,827	-	166,854	124,218

### 9 SUMMARY OF FUND BALANCES (£)

Continuation of Form DR-0001 (2)

	Movements in 2017				
	Balance at 31.12.16	Surplus/ (deficit)	Inter-Fund Transfers	Inc/(dec) in balance	Balance at 31.12.17
<b>Unrestricted funds</b>					
General Fund	111,019	39,422	(15,000)	24,422	135,441
	111,019	39,422	(15,000)	24,422	135,441
<b>Designated funds</b>					
Charities Fund	956	(3,045)	15,000	11,955	12,911
Building and Fixed Assets Fund	1,327	-	-	-	1,327
Church Reordering Fund	409	385	-	385	794
Other designated funds	230	324	-	324	554
	2,922	(2,336)	15,000	12,664	15,586
<b>Restricted funds</b>					
Other Restricted	5,000	5,000	-	5,000	10,000
External Fund	4,271	-	-	-	4,271
Lent & Advent Appeals	1,006	550	-	550	1,556
	10,277	5,550	-	5,550	15,827
<b>Total funds</b>	124,218	42,636	-	42,636	166,854



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

### 10 CHARITIES FUND (designated funds)

*It is the policy of the PCC to tithe all unrestricted undesignated income. This is effected by an annual transfer from the General Fund of approximately 10% of that Fund's income to the Charities Fund.*

	2017	2016
<b>Summary</b>		
Fund balance at 31.12.2016	956	856
Incoming resources	-	-
Resources expended	(3,045)	(13,900)
Net surplus/(deficit)	(3,045)	(13,900)
Transfers to/(from) Charities Fund:		
From General Fund	15,000	14,000
Total transfers	15,000	14,000
Fund balance at 31.12.2017	12,911	956

#### Resources expended

##### Church activities

##### Donations:

Mission partners overseas	1,845	2,400
Other church and mission overseas	-	3,500
Church and mission in the UK	-	1,000
Secular charities overseas	1,200	2,500
Secular charities in the UK	-	4,500

**Total resources expended** 3,045 13,900

### 11 BUILDING AND FIXED ASSETS FUND (designated funds)

*The Building and Fixed Assets Fund holds funds put aside for occasional major building works or other capital expenditure on fixed assets subject to depreciation. Day-to-day expenditure on the maintenance of the church building and contents is accounted for in the General Fund.*

	2017	2016
<b>Summary</b>		
Fund balance at 31.12.2016	1,327	1,327
Incoming resources	-	-
Resources expended	-	-
Net surplus/(deficit)	-	-
Transfer from General Fund	-	-
Fund balance at 31.12.2017	1,327	1,327

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

### 12 CHURCH REORDERING FUND (designated funds)

*The Church Reordering Fund was established by the PCC during 2015 to hold funds donated or generated specifically for the church reordering project.*

*There is a further £5,000 included in other restricted funds for Church reordering.*

	2017	2016
<b>Summary</b>		
Fund balance at 31.12.2016	409	409
Incoming resources	385	-
Resources expended	-	-
Net surplus/(deficit)	385	-
Fund balance at 31.12.2017	794	409

#### Incoming resources

##### Voluntary income

Once-off donations by Gift Aid	308	-
Income tax recoverable	77	-
<b>Total incoming resources</b>	385	-

### 13 OTHER DESIGNATED FUNDS

	2017	2016
<b>Summary</b>		
Fund balance at 31.12.2016	230	230
Incoming resources	324	-
Resources expended	-	-
Net surplus/(deficit)	324	-
Fund balance at 31.12.2017	554	230

#### Incoming resources

##### Voluntary income

Once-off donations by Gift Aid	259	-
Income tax recoverable	65	-
<b>Total incoming resources</b>	324	-

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

### 14 OTHER RESTRICTED FUNDS

*Other restricted funds comprise funds donated for specific purposes within the Church.*

	2017	2016
<b>Summary</b>		
Fund balance at 31.12.2016	5,000	-
Incoming resources	5,000	5,000
Resources expended	-	-
Net surplus/(deficit)	<u>5,000</u>	<u>5,000</u>
Fund balance at 31.12.2017	10,000	5,000

#### Incoming resources

##### Voluntary income

Donations by individuals

5,000

-

Legacy income

-

5,000

**Total incoming resources**

5,000

5,000

### 15 EXTERNAL FUND (restricted funds)

*The External Fund comprises funds which are donated for specified external charities.*

	2017	2016
<b>Summary</b>		
Fund balance at 31.12.2016	4,271	-
Incoming resources	-	4,271
Resources expended	-	-
Net surplus/(deficit)	<u>-</u>	<u>4,271</u>
Fund balance at 31.12.2017	4,271	4,271

#### Incoming resources

##### Voluntary income

Donations by individuals

-

3,507

Tax recoverable on unplanned giving

-

680

Tax recoverable on small donations

-

84

**Total incoming resources**

-

4,271



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2017

16 LENT AND ADVENT APPEALS (restricted funds)	2017	2016
<b>Summary</b>		
Fund balance at 31.12.2016	1,006	-
Incoming resources	4,273	3,708
Resources expended	(3,723)	(2,702)
Net surplus/(deficit)	550	1,006
Fund balance at 31.12.2017	1,556	1,006

### 16(a) LENT APPEAL

	2017	2016
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Once-off donations by Gift Aid	959	1,960
Donations, Zimbabwe, by Gift Aid	663	-
Donations, individuals, not by Gift Aid	209	438
Income tax recoverable	405	-
<b>Total incoming resources</b>	2,236	2,398
<b>Resources expended</b>		
Donations:		
Mr G and Mrs S Giles	1,831	1,000
<b>Total resources expended</b>	1,831	1,000

### 16(b) ADVENT APPEALS

	Appeal in 2017	Appeal in 2016	Year 2017	Year 2016
<b>Incoming resources</b>				
<b>Voluntary income</b>				
Donations, by Gift Aid	320	259	579	1,093
Donations, individuals, not by Gift Aid	1,273	10	1,283	217
Donations, groups, not by Gift Aid	30	-	30	-
Income tax recoverable	80	65	145	-
<b>Total incoming resources</b>	1,703	334	2,037	1,310
<b>Resources expended</b>				
<b>Church activities</b>				
Donations:				
British Red Cross	-	-	-	1,702
Peterborough Soup Kitchen	1,892	-	1,892	-
<b>Total resources expended</b>	1,892	-	1,892	1,702