

**PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF  
ST PAUL'S CHICHESTER  
(REGISTERED CHARITY NO. 1133785)**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2017**

<b>Principal address</b>	St Paul's Church Churchside Chichester West Sussex PO19 6FT
<b>Independent examiner</b>	Michael Merritt FCA Lewis Brownlee (Chichester) Limited Appledram Barns Birdham Road Chichester PO20 7EQ
<b>Bankers</b>	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HR

**PAROCHIAL CHURCH COUNCIL OF ST PAUL'S CHICHESTER**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

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# **PAROCHIAL CHURCH COUNCIL OF ST PAUL'S CHICHESTER**

## **TRUSTEES' ANNUAL REPORT**

### **YEAR ENDED 31 DECEMBER 2017**

The members have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2017

#### **Our aims and purposes as a charity**

St Paul's PCC became a registered charity on 26 January 2010. The charity's name is The Parochial Church Council of the Ecclesiastical Parish of St Pauls, Chichester and the charity number is 1133785.

The objectives of the PCC in co-operation with the incumbent are: -

- to promote St Paul's as a place of prayer, worship and Christian fellowship
- to proclaim the Gospel through preaching, teaching and a commitment to peace, justice and respect for the integrity of creation
- to provide pastoral and spiritual care to the wider parish
- to maintain and enhance the Church, the Parish Centre and St Michael's Hall and make them readily available for use by community groups
- to uphold Christian principles of compassion, equality and inclusiveness

#### **What we planned to do to achieve our charitable objectives**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

#### **What we achieved and how we affected beneficiaries' lives**

##### ***Prayer, Worship and Christian Fellowship***

St Paul's offers many opportunities for prayer, worship and Christian fellowship. The electoral roll in April stood at 286, a net increase of 9 over the figure for 2016. The main service, at which the Eucharist is celebrated, takes place at 10am on Sundays. The average attendance at this is 140. Other eucharistic services take place at 8am on Tuesdays and at 10am on Thursdays. Morning and evening prayer are said each day in the chapel. There is a monthly service that focuses on healing. All these services provide people with an opportunity to worship God through music and silence, to reflect on scripture, to reaffirm faith and to pray for the needs of the Church and the world. In addition, and very

importantly, they provide many people with the human interaction and care that are often in short supply in their lives.

In 2017 there were 3 weddings and 12 funerals. There were also 10 baptisms.

Services at Christmas and Easter are very special times of celebration when many sections of the community come together to join in. The Messy Nativity on 23 December was attended by 37 carers and 63 children. The Christingle Service on 24 December was attended by over 200 people including 82 children. The Easter Egg Hunt on Easter Day attracted 42 children. All these are in addition to the annual Christmas and Easter services when the church was almost filled to capacity.

Our Sunday School had an average attendance of 24. SOX is a weekly meeting for young people in Years 4-6 with an attendance between 6 and 15. Messy Church takes place each month and the attendance is usually over 50. The highest number was 78.

### ***Preaching, teaching and a commitment to peace, justice and respect for the integrity of creation***

Sunday sermons, Bible reading, and prayer expand our knowledge and understanding of our Christian faith and challenge us to reflect on our values and the way that we live our lives in relation to the multiplicity of needs and concerns that surround us. Additional opportunities for learning and reflection are provided through weekly Bible Study Groups, Lent Groups, an Annual Retreat and two groups that meet monthly as the Fellowship of the Third Age (F3A). The church is also being used for a new diocesan course on lay leadership course and a contemplative prayer group.

As part of its commitment to peace, justice and the integrity of creation, St Paul's gives away five per cent of its income to mission agencies and charities. There is a mixture of standard beneficiaries and organisations recommended by members of the congregation. Donations were made in 2017 to the Church Army's Centre of Mission in Southampton, the Church Mission Society, BEATS which is a school set up in Sumatra after the devastation of the tsunami in 2004, Children on the Edge that works with marginalised and abandoned children and the Chichester Diocesan Harvest Appeal for West Africa. Additional donations were made to Confide that offers a local counselling service to those of any faith or none, not least to those on low incomes, Chestnut Tree House that provides specialist palliative care to children and young adults with progressive life-limiting and life-threatening illnesses from all over the county, Jeel al Amal School and Boys Home in Bethany behind the new Separation Wall outside Jerusalem that cares for Palestinian boys who are orphans or have endured terrible domestic problems, Voices in Exile, a Brighton-based charity that supports refugees who have been settled in Sussex under the government's refugee scheme, the Mother's Union's Away From It All holiday scheme to help people who would not normally be able to have a holiday, and UK Harvest which collects unwanted food from shops and restaurants and gives to other, thus feeding hungry people and reducing food waste.

There is a monthly donation of food and toiletries to Stonepillow, a local homelessness charity. Support has been given to a number of homeless people and one is now a regular attendee at church. At Christmas, members of the congregation buy toys to be given to children in the deprived area of Southampton to which St Paul's is linked through the Church Army.

Collectors from St Paul's church raised over £1000 during the Christian Aid house to house collection in May.

We are a Fair-Trade church and are committed to using fair trade products wherever possible. There is a monthly Traidcraft stall that sells fairly traded foodstuffs. We hold an Eco-congregation award and our green credentials are subject to regular internal scrutiny.

### ***Pastoral and spiritual care for the wider parish***

St Paul's has a pastoral care group that responds to requests for help from anyone in the parish, most usually with shopping and transport to medical appointments.

Volunteers regularly take communion to people in their own homes when they are unable to get to church. Likewise, monthly services are held at Byron Court, Augusta Court, Marriott Lodge and Wellington Grange, the residential and nursing homes in the parish. St Paul's is providing office space for the Anna Chaplaincy that resources the spiritual journey of older people, especially those who are room bound, house bound and in care homes.

Lunch is provided once each month and at Christmas for people who would otherwise be on their own. There is a monthly Sunday tea party and Evensong at St Michael's, mostly for people who would otherwise be spending the day by themselves.

### ***Availability of the church buildings***

The church is open from early morning until 6pm each day. A number of homeless people use it sporadically as a place to keep warm. In the summer a group gathers in the garden. Both the church and the parish centre are used by church-run groups and non-church groups alike.

Church-run groups include Cherubs for babies, toddlers and their parents and a Ladies' Group. The parish centre offers meeting space for refugees and asylum seekers who are linked to Sanctuary in Chichester and to UK Harvest that cooks meals on a regular basis for people in need from produce at the end of its shelf life that is donated by local supermarkets. The parish centre is also used by a rock choir, a flute group, several WEA courses and for meetings of the Natural Childbirth Trust. It is the exam centre for practical and theory music exams for the Associated Board of the Royal Schools of Music and Trinity. It is also used for some NHS groups dealing with depression and mood management, long-term illness and disability, and adolescent mental health problems.

The church is used regularly for concerts. There were 18 concerts in 2017 and three full-day music workshops. Also, the local Church of England Central Junior School used the Church three times for its carol service and two other services. In addition, six other local schools held services in the church on one or more occasions. These carol services attracted over 1500 people in total.

In 2017 the sound system was improved, and a new lighting scheme and redecoration are under consideration. Refurbishment of the parish centre remains an aspiration.

St Michael's Hall has recently been refurbished. It provides the only significant meeting place in the large residential area in the north of the city. It is in almost constant use by keep fit classes, an art group, Rainbow, Brownie and Guide meetings, a mother and toddler group, puppy training, falls prevention classes and a social group for elderly residents. It also provides a meeting space for the local residents' association, the Women's Institute and an holistic therapists' group.

## ***Compassion, Equality and Inclusiveness***

Anyone is welcome at St Paul's. The church is attended by people of all ages and they are encouraged to play an active part in services and a wide range of volunteer roles. There is no distinction between men and women in the offices that can be held. The congregation contains a refreshing spectrum of people with ethnicities other than the UK white classification that reflects the diversity within the parish. It also embraces people with learning difficulties, mental health issues and physical disabilities. Some recent re-ordering of the building included the provision of a fully accessible toilet. Over the years the church has been home to people irrespective of their sexual orientation or gender reassignment. There is a great deal of compassion and care that cannot be measured as we seek to put into practice the commandment to love our neighbours as ourselves.

## **Governance and management of the charity**

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956

### **Committees**

The ***Standing Committee*** is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any direction given by the Council. The PCC is supported by a ***Facilities and Operations Committee (Management Committee)***, and a ***Ministry Committee***.

### **Risks**

The PCC have reviewed and assessed the risks relating to its activities and satisfied that they have taken all reasonable steps to limit or provide cover for the major risks.

### **Reserves**

It is PCC policy to maintain a balance on the unrestricted reserves (excluding property) which it considers appropriate as a contingency for unforeseen bills.

The General Fund (which is effectively the unrestricted fund excluding all the designated funds) had a balance at the year-end of £33,485 (2016 £25,000). A transfer from the Allen Trust occurred in the year into the General Fund of £20,000 (2016 £24,821) in accordance with the funds agreement.

During 2018 the PCC will prepare for and run a Stewardship campaign, scheduled for the autumn.

### **Investment Policies**

The PCC has authority and power to invest its funds in accordance with its legal responsibilities.

## Membership of Parochial Church Council (PCC)

During the year the following served as members of the Parochial Church Council:

### *Ex Officio members*

Incumbent:	The Revd Canon Simon Holland	Chairman
Curate:	The Revd Martha Weatherill (from July 2017)	
Readers:	John Ashwin, Martin Cooke, Alison Horncastle (from July 2017)	
Wardens:	Tim Gleeson	Vice Chairman
	Caroline Adams (from April 2017 part year)	

### *Elected Members*

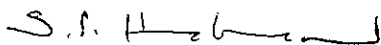
Caroline Adams (from April 2017)  
Alison Barclay  
Rachel Brown  
Andrew Gibson (until April 2017)  
Alison Horncastle (until July 2017)  
Mike Joyner  
Kathryn Manouch  
Margaret Phillips (from April 2017 until July)  
David Phizackerley (until April 2017)  
Richard Radford (until April 2017)  
Jill Rutherford (until April 2017)  
Valerie Sargeant (until April 2017)  
Roderick Smith                      Treasurer  
Bruce Taylor  
Martin Troy (from April 2017)  
Chris Todd (until April 2017)  
Clare West  
Jack Wingfield (from April 2017)

### *Deanery Synod*

Priscilla Gerrans (until April 2017)  
Meta Dunn (from April 2017)  
Margaret Heald (from April 2017) Secretary  
Valerie Sargeant (from April 2017)

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 12 members of the church.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Canon Simon Holland, PCC Chairman



Date..... 8/4/18 .....

# **PAROCHIAL CHURCH COUNCIL OF ST PAUL'S CHICHESTER**

## **STATEMENT OF RESPONSIBILITIES OF THE MEMBERS**

### **YEAR ENDED 31 DECEMBER 2017**

The Charities Act and Charity Law and Church Accounting Regulations 2006 require the members of the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the members of the PCC are required to:

- select suitable accounting policies and then apply them consistently;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The members of the PCC are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act and Charity Law and Church Accounting Regulations 2006. The members of the PCC 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.



# PAROCHIAL CHURCH COUNCIL OF ST PAUL'S CHICHESTER

## Independent examiner's report to the members of PCC of St Paul's Church

I report to the members on my examination of the accounts of the PCC of St Paul's Church (the PCC) for the year ended 31 December 2017.

### Responsibilities and basis of report

As the charity members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act') and the Church Accounting Regulations ('the Regulations').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable accounting requirements of the Church Accounting Regulations.

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

*M. W. Merritt*

Michael Merritt FCA  
Lewis Brownlee (Chichester) Limited  
Appledram Barns  
Birdham Road  
Chichester  
PO20 7EQ

*10 April 2018*

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2017**

		Unrestricted	Restricted	Endowment	TOTAL FUNDS	TOTAL FUNDS
	Notes	Funds £	Funds £	Funds £	2017 £	2016 £
<b>Incoming resources</b>						
<i>Donations and legacies</i>	3a	107,610	1,201	25	108,836	120,941
<i>Other trading activities</i>	3b	43,376			43,376	39,694
<i>Income from investments</i>	3c	145	6,963	110	7,218	7,635
<i>Income from church activities</i>	3d	2,862			2,862	5,548
<i>Other income</i>	3e		9,016		9,016	9,406
<b>Total income and endowments</b>		153,993	17,180	135	171,308	183,224
<b>Resources expended</b>						
<i>Expenditure on raising funds</i>	4a	536			536	150
<i>Expenditure on church activities</i>	4b	158,379	13,922	3,013	175,314	327,689
<b>Total resources expended</b>		158,915	13,922	3,013	175,850	327,839
<i>Gains/(losses) on revaluation of fixed assets and investments</i>	7b	239	20,100		20,339	22,775
<i>Gains/(losses) on disposal investment assets</i>						6
<b>Net incoming/(outgoing) resources before transfers</b>		(4,683)	23,358	(2,878)	15,797	(121,834)
<i>Gross transfers between funds</i>	6	20,000	(20,000)			
<b>Net incoming/(outgoing) resources before other recognised gains/losses</b>		15,317	3,358	(2,878)	15,797	(121,834)
<b>Net movement in funds</b>		15,317	3,358	(2,878)	15,797	(121,834)
Total funds brought forward at 1 January		115,051	359,365	17,579	491,995	613,829
<b>Total funds carried forward at 31 December</b>		130,368	362,723	14,701	507,792	491,995

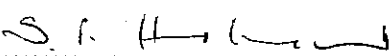
PAROCHIAL CHURCH COUNCIL OF ST PAULS CHICHESTER Registered Charity no. 1133785

BALANCE SHEET AT 31 DECEMBER 2017

	Notes	2017 £	2016 £
<b>Fixed assets</b>			
Tangible fixed assets	7a	54,211	54,775
Investments	7b	257,461	212,561
<b>Total fixed assets</b>		<b>311,672</b>	<b>267,336</b>
<b>Current assets</b>			
Stock		150	150
Debtors	9	8,025	6,021
Short term deposits		176,786	220,414
Cash at bank and in hand		25,337	4,054
		<b>210,298</b>	<b>230,639</b>
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	10	(14,179)	(5,980)
<b>Net current assets</b>		<b>196,120</b>	<b>224,659</b>
<b>Total assets less current liabilities</b>		<b>507,792</b>	<b>491,995</b>
<b>NET ASSETS</b>		<b>507,792</b>	<b>491,995</b>
<b>Funds</b>	8		
Endowment funds	11	14,701	17,579
Restricted funds	11	362,723	359,365
Unrestricted funds	11	130,368	115,051
<b>TOTAL FUNDS</b>		<b>507,792</b>	<b>491,995</b>

Approved by the PCC and signed on its behalf by  
The Revd Canon Simon Holland , PCC Chairman:

Roderick Smith , Honorary Treasurer

  
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Date 8/4/18  
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The accompanying notes form a part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017

**1. Charity information**

St Paul's Church is an unincorporated charity registered in England and Wales. The principal place of business is Churchside, Chichester, PO19 1QN. The principal activities and nature of entity's operations is disclosed in the Trustees Report.

The financial statements are presented in Sterling (£), which is also the functional currency of the charity.

**2. Accounting policies**

**a Accounting convention**

The financial statements have been prepared under the Church Accounting Regulations in accordance with applicable accounting standards and the current (2015) Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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 affiliation to another body, nor those which are informal gatherings of church members.

The PCC constitutes a public benefit entity as defined by FRS102.

**b Funds accounting**

Funds held by the PCC are:

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

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - 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 the year is carried forward as a balance on that fund.

*Expendable endowment fund* - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

**c Incoming resources**

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably

*Voluntary Income*

*Collections* are recognised when received.

*Planned giving* receivable is recognised only when received.

*Income tax* recoverable on Gift Aid donations is recognised when the income is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding is received by the PCC.

*Income from Charitable Activities*

*Income* is recognised when the money is received.

*Income from investments*

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year

*All other income*

All other income is recognised in the period to which it relates.

Income received in advance is deferred to the period to which it relates.

*Gains and losses on investments*

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation on 31 December.

**d Resources used**

Resources expended are accounted for on an accruals basis and are accounted for gross.

*Grants*

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

*Church Activities*

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

**e Fixed Assets**

*Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

All expenditure on consecrated or beneficed buildings and related moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial activities and is separately disclosed

The PCC Owns the freehold of St Michael's Church Summersdale, which is held by the Diocese as Custodian Trustee. This property is not included at value in the accounts as there is insufficient cost information for the asset and an alternative valuation would not be reliable for a church building. No depreciation is provided on property as it is the PCC's policy to maintain the asset in a continual state of sound repair. The economic life of the asset is so long and the residual value so high that any depreciation would not be material. The asset is subject to annual impairment reviews and provision would be made for any diminution in value.

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

**e Fixed Assets**

*Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	10% straight line
Audio visual equipment	20% straight line
Office equipment	20% straight line

*Investments*

Investments are stated at market value at the balance sheet date and the statement of financial activities shows investment gains and losses arising from revaluation of the investment portfolio and disposals during the period.

**f Current Assets**

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

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

**g Creditors**

Short-term creditors are measured at transaction value.

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

3 Incoming resources

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	TOTAL FUNDS
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2017</u>	<u>2016</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>a Donations and legacies</b>					
Planned giving	62,451			62,451	67,168
Collections at all services	15,655		25	15,680	13,844
Sundry donations and appeals	6,295	1,201		7,496	23,680
Income tax recoverable	6,637			6,637	15,249
Legacies	16,572			16,572	1,000
	<u>107,610</u>	<u>1,201</u>	<u>25</u>	<u>108,836</u>	<u>120,941</u>
<b>b Other trading activities</b>					
Fetes, bazaars and other fund-raising events	9,149			9,149	7,391
Parish Centre Hire	32,386			32,386	29,743
Parking Donations	49			49	242
Photocopying	435			435	45
Coffee Sales	1,357			1,357	2,273
	<u>43,376</u>			<u>43,376</u>	<u>39,694</u>
<b>c Income from investments</b>					
Dividends and interest	145	6,963	110	7,218	7,635
	<u>145</u>	<u>6,963</u>	<u>110</u>	<u>7,218</u>	<u>7,635</u>
<b>d Income from Church Activities</b>					
Fees from weddings etc	2,862			2,862	5,548
	<u>2,862</u>			<u>2,862</u>	<u>5,548</u>
<b>e Other income</b>					
Rent		9,016		9,016	9,406
		<u>9,016</u>		<u>9,016</u>	<u>9,406</u>
<b>Total incoming resources</b>	<u>153,993</u>	<u>17,180</u>	<u>135</u>	<u>171,308</u>	<u>183,224</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

4 Resources expended

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	TOTAL FUNDS
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2017</u>	<u>2016</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>a Expenditure on raising funds</b>					
Stewardship costs					
Fete costs	536			536	150
Concert Costs					
	536			536	150
<b>b Expenditure on church activities</b>					
Missionary and charitable giving:					
Overseas:					
B.E.A.T.S	1,500			1,500	1,400
CMS	1,400			1,400	1,400
DEC East Africa (special collections)	800			800	
Children on the Edge	600			600	600
US (formally USPG)	500			500	800
SPCK	500			500	500
Diocesan Harvest Appeal	600			600	
Diocesan Refuge Project	250			250	
Voices in Exile	600			600	600
McCabe Educational Trust	600			600	600
Home:					
Church Army	1,540			1,540	1,400
Stonepillow (donations throughout year)	1,400			1,400	1,156
Samaritans (auction)	800			800	
Confide	600			600	600
UK Harvest	300			300	
Chestnut Tree House	300			300	600
Mothers Union	437			437	
Friends of Chichester Cathedral					10
Alzheimers Society					600
Sanctuary - from Regnum Court income		1,000		1,000	
	12,727	1,000		13,727	10,266



NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

4 Resources expended

	Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Endowment <u>Funds</u>	TOTAL FUNDS <u>2017</u>	TOTAL FUNDS <u>2016</u>
Ministry costs:					
diocesan parish contribution	67,424			67,424	65,746
other clergy costs	6,667			6,667	10,084
Church running expenses	5,641			5,641	4,647
Church maintenance	5,129	5,852		10,981	145,674
Upkeep of services	1,705	78	3,013	4,796	32,287
Upkeep of churchyard	4,578			4,578	100
Parish magazine/Library	71			71	155
Sunday school costs	7,725			7,725	7,897
Housing Costs		4,513		4,513	3,575
Salaries/Training	18,330			18,330	27,753
Church hall running costs	13,005			13,005	15,381
Bank charges					24
Depreciation	564			564	
Independent examination fee	1,200			1,200	1,400
Management Fee					
Professional Fees *	13,613	2,479		16,092	2,700
	158,379	13,922	3,013	175,314	327,689
<b>Total resources expended</b>	<b>158,915</b>	<b>13,922</b>	<b>3,013</b>	<b>175,850</b>	<b>327,839</b>

*\*Legal costs of £13k have been incurred during 2017. This relates to an ongoing employment tribunal involving the PCC. Further details will be reported to the PCC when the case is concluded later in 2018.*

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

5 Staff costs	2017	2016
	£	£
a Wages and salaries	28,368	34,046
Social Security costs (reclaimed amount in 2017)	(1,985)	225
	<u>26,383</u>	<u>34,271</u>

During the year the PCC employed a Parish Administrator, Director of Music, Organist, Youth worker, Caretaker and Office Assistant all of whom are part time.

No employee received remuneration in excess of £60,000

b Payments to PCC members

No payments were made to a member of the PCC this year

6 Analysis of transfers between funds

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2017
	£	£	£	£
Transfers to be spent on items in accordance with Allen Trust restricted fund agreement.	20,000	(20,000)		

7 Fixed Assets

a Tangible fixed assets

	Church Furnishings	Regnum Court	Office equipment	St Michaels	TOTAL
	£	£	£	£	£
Cost or valuation					
At 1 January 2017	39,890	50,570	3,990	10,800	105,250
Additions					
Disposals					
Revaluation					
At 31 December 2017	<u>39,890</u>	<u>50,570</u>	<u>3,990</u>	<u>10,800</u>	<u>105,250</u>
Depreciation					
At 1 January 2017	38,540		3,990	7,945	50,475
Provided in the year	270			294	564
Disposals					
At 31 December 2017	<u>38,810</u>		<u>3,990</u>	<u>8,239</u>	<u>51,039</u>
Net book amounts					
At 31 December 2017	<u>1,080</u>	<u>50,570</u>		<u>2,561</u>	<u>54,211</u>
At 31 December 2016	<u>1,350</u>	<u>50,570</u>		<u>2,855</u>	<u>54,775</u>

The amount shown as Property was the purchase of 7 Regnum Court Chichester on 24th October 1994  
This amount is the cost price including Professional Fees.

Based on the knowledge of current values of neighbouring properties, the trustees consider that the property was worth approximately £240,000 at the balance sheet date.

The PCC owns the freehold of St Michaels Church, Summersdale, which is held by the Diocese as Custodian Trustee. The property is not included at value in the accounts as there is insufficient cost information for the asset and an alternative valuation would not be reliable for a church building.

b Investments

	£
Market value 1 January 2017	212,561
Disposals at carrying value (nil - £25,000 disposed from short term deposits)	
Other adjustment (transfers between funds)	24,561
Net gains and revaluation	20,339
Market value 31 December 2017	<u>257,461</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

8 Analysis of Net assets by fund

	Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Endowment <u>Funds</u>	Total Funds <u>2017</u>	Total Funds <u>2016</u>
	£	£	£	£	£
Fixed assets for church use	3,641	50,570		54,211	54,775
Investment fixed assets	3,253	254,208		257,461	212,561
Current assets	130,674	64,922	14,702	210,298	230,639
Current liabilities	(7,202)	(6,977)		(14,179)	(5,980)
	<u>130,366</u>	<u>362,723</u>	<u>14,702</u>	<u>507,791</u>	<u>491,995</u>

9 Debtors

	Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Endowment <u>Funds</u>	Total Funds <u>2017</u>	Total Funds <u>2016</u>
	£	£	£	£	£
Income tax recoverable	4,606			4,606	6,021
Prepayments and accrued income					
Accounts receivable	3,419			3,419	
	<u>8,025</u>			<u>8,025</u>	<u>6,021</u>

10 Creditors: amounts falling due within one year

	Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Endowment <u>Funds</u>	Total Funds <u>2017</u>	Total Funds <u>2016</u>
	£	£	£	£	£
Deferred income	124	382		506	506
Accruals for utilities and other costs		6,595		6,595	1,187
Other Creditors	7,078			7,078	4,287
	<u>7,202</u>	<u>6,977</u>		<u>14,179</u>	<u>5,980</u>

11 Related party transactions

During the year the Trustees received a reimbursed expenditure of £Nil (2016:£Nil).

There have been no related party transactions that would require disclosure in the accounts.

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

## 12 Statement of funds

	Bal b/fwd 1 Jan 2017	Income	Expenditure	Other gains/ Losses	Transfers	Bal c/fwd 31 Dec 2017
	£	£	£	£	£	£
<b>Unrestricted Fund</b>						
General fund	25,000	134,759	(146,264)		20,000	33,495
Designated Choir Donations	50					50
Designated Church Maintenance	12,557					12,557
Designated Rectory Redecoration	585					585
Designated Mission Group	31	4,010	(4,000)			41
Designated Stonepillow	367	1,118	(1,400)			85
Designated PCC Reserve	1					1
Designated Kitchen Fund	28,334	1,504	(670)			29,167
Designated Rectors Discretion	779	60	(198)	239		880
Designated St Michaels	47,349	12,543	(6,383)			53,508
	115,051	153,993	(158,916)	239	20,000	130,368
<b>Restricted Fund</b>						
Organ Scholarship	86					86
Parish Centre Development	3,832	229				4,061
Berlin	331					331
Special Collections	602					602
Music Fund	310		(78)			232
Organ Restoration		972				972
Building on Success	1					1
Allen Trust	354,202	15,979	(13,843)	20,100	(20,000)	356,438
	359,364	17,180	(13,921)	20,100	(20,000)	362,723
<b>Endowment Fund</b>						
Mary Gordon bequest	17,579	135	(3,013)			14,701
	17,579	135	(3,013)	0	0	14,701
<b>Total funds</b>	<b>491,994</b>	<b>171,309</b>	<b>(175,850)</b>	<b>20,339</b>	<b>0</b>	<b>507,792</b>

**Designated Funds**

Choir Donations to provide for future choir expenses not covered by Mary Gordon .

Church Maintenance to provide for major maintenance and Quinquennial report.

Rectory Redecoration to provide for future redecoration of the rectory

Mission Group: Monies not paid over at the year end.

Stonepillow: Monies not paid over at the year end.

PCC Reserve: to provide for future expenditure as directed by PCC

Kitchen fund to pay for new or replace kitchen equipment. Proceeds from meals are paid into it.

Rector's Discretionary fund to provide confidential personal assistance in cases decided by the Rector and churchwardens

St Michael's to provide for future maintenance of the property.

**Restricted fund.**

Organ Scholarship fund holds donations made for the advanced musical training for Organists

Parish Centre Development holds funds passed on and donations received for the development and extension of the church centre

Berlin fund holds donations towards the return visit of the Paul Gerhard Church from Berlin

Re-ordering holds donations made for re-ordering the church, outside the Allen Trust. To be used as directed by the PCC Taking into account the wishes of donors

Music fund holds donations made for the advanced musical training for Organists and Director of Music.

Organ Restoration holds funds raised for restoration of the Hunter organ.

Building on success holds funds raised for the future development of the church.

Sound System Fund to provide for future replacement of the sound system.

New Church Organ to provide for future replacement of the church organ

Allen Trust to provide for future church expenditure excluding the pay of Stipendary Clergy

**Expendable Endowment Fund**

Mary Gordon to be used for the suitable and relevant upkeep of the worship and vestments and linen in the church

## 13 Capital commitment

	2017	2016
	£	£
Authorised and not contracted	24,000	0