

**St Michael's Church Braintree**

Charity registration number: 1132702

Annual Report

and

Financial Statement

of the

Parochial Church Council

for the year ended 31 December 2017

**Priest in Charge from 6th September 2017**

**Revd. Nigel Adams**

St Michael's Vicarage  
10a Marshalls Road  
Braintree  
CM7 2LL

**Bank:**

Barclays Bank  
Bank Street  
Braintree  
CM7 1UG

**Independent examiner:**

**Alan C Radford FCA DChA**

Chartered Accountant  
Needham Cottage  
Needham Green  
Hatfield Broad Oak  
CM22 7JT

**Background**

The Parish of St Michael Braintree in one of four which make up the town of Braintree and Bocking in North Essex. The population of St Michael's parish is approximately 13,000. St Michael's Church was founded and Braintree received its market charter in 1199.

**The Church Office address is:**

St Michael's Church House  
St Michaels Lane  
Braintree CM7 1EY  
Telephone: 01376 321248

**Objects and Activities****Mission Statement:**

"To know Jesus and make Him know".

St Michael's is a Gospel believing, Bible preaching Church with a concern for the wider community to which we belong. We desire to grow as Christians by learning together from God's Word. We long that more people of all ages will come to know and love Jesus, our risen Saviour and Lord, and find a welcome in the family of the Church.

More specific information about our activities can be found in our parish profile, which is available on our website at [www.stmichaelsbtree.co.uk](http://www.stmichaelsbtree.co.uk)

**Structure, Governance and Management****Parochial Church Council (PCC)**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure (1956) as amended, and is a registered charity (Registered number 1132702) Membership of the PCC is constituted in accordance with the Church Representation Rules. Wardens are elected annually, Deanery Synod members triennially. One-third of elected members retire each year. The PCC may co-opt up to three members.

PCC members who have served from 1 January 2017 until the date this report was approved are:

Vicar: Revd Nigel Adams (from September 2017)  
Wardens: Cyril Bamforth  
(Mrs) Lesley Davey  
Deanery Synod: \*Terry Clark (from April 2017)  
David Huxter  
Chris Jones (to April 2017)  
(Mrs) Lin Terris  
Canon John Turton  
Elected Sam Allen (from April 2017)  
Moe Aung (to April 2017)  
(Mrs) Jennifer Bailey  
Philip Bartlett-Rawlings  
\*Andy Carter  
Derek Chapman  
Roger Cooke  
Rod Davey (to April 2017)  
\*\*David Henfrey (Treasurer)  
(Mrs) Helen Hopkins (from April 2017)  
Stephanie Hughes (from October 2017)

(Mrs) Helen Kemp (from April 2017)  
(Mrs) Victoria Lingesch (from April 2017)  
(Mrs) Ann Mahood  
David Marriott  
Ade Odupitan  
Richard Richardson (to April 2017)  
Peter Schaad (to April 2017)  
\*Joel Wicks (to August 2017)

\*co-opted

\*\*deceased June 2017

The PCC met 8 times in 2017.

**Committees****Standing Committee**

This Committee has power to transact the business of the PCC between its meetings, subject to directions given by the Council and consists of: The Vicar (since September 2017), the Churchwardens, the Treasurer, and four other PCC members. It met 5 times in 2017.

**Evangelism Group**

This group is tasked with developing the church's outreach.

**Pastoral Committee**

This committee has met 3 times this year to discuss ongoing pastoral issues.

**Achievements and Performance****Membership and Attendance**

At the end of December 2017 the Electoral Roll stood at 216, 15 less than at the same time last year. ?? Live outside the parish.

Total Sunday attendance in 2017 was 7998 (2016 9189), with an average Sunday attendance of 151 (177 2015).

**Review of the Year**

Our interregnum came to an end in September 2017 with the appointment of Revd. Nigel Adams as Priest in Charge. At the end of December 2017 the PCC employed a part-time Youth Worker, a part-time verger and a part-time cleaner. Our Children's and Families Worker left in August in order to train for full time ministry. In addition we have 3 Readers and are supported by a retired Vicar.

Apart from cancelling the monthly Sunday 5.15pm service, our pattern of Sunday services remained unchanged. Although service attendances appear to down a number of new worshippers have joined us in recent months and attendances at our various schools services was particularly encouraging.

Fellowship through our Summit Men's Group and Women @ St. Michael's is particularly encouraging and our weekly Bible study groups are well attended. There were no specific outreach events in 2017

## ST MICHAEL'S BRAINTREE PCC - ANNUAL REPORT FOR 2016

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As in past years, members of our congregation continue to be involved in local ecumenical activities including Street Pastors, Braintree Foodbank and Workplace Chaplaincy. 4th Braintree Scouts continue to use the church hall. As well as our involvement with other churches through Braintree Deanery Synod we also maintain close contact with other churches in Braintree primarily through the monthly ministers' prayer breakfast.

Our "Mission of the Month" scheme has extended to 22 Up and worldwide societies which also supported by individual members of the congregation. Towards the end of the year a committee was set up to review our commitments and will make recommendations to the new PCC.

### **Buildings**

Although much maintenance has taken place during 2017 there have been no major building projects.

### **Finance**

Total income for the year in the General Fund was £143394 and total expenditure, net of transactions in and out, was £140279. This resulted in a surplus for the year of £3115 (2016 deficit £1534).

Early in the year the PCC realised that our General Fund expenditure was running in excess of our Income as it has done for several years. Our annual Gift Day in November failed to reach the target and it was only through an anonymous donation of £6000 in the last week of 2017 that another deficit turned to a surplus.

The largest item of our expenditure is the Diocesan Common Fund which, due to a grant of £1900 towards the interregnum, was slightly down on 2016 to £76,857. However, this will increase to £82,371 in 2018.

The PCC maintained its policy of donating 10% of our unrestricted income to home and overseas missions, as well as local Christian work and organisations. This amounted to £12,681 in 2016 but as reported above a committee has been set up to review the situation in light of our expected income and the volume of societies we support.

During 2016 Church House was used extensively by both church and outside organisations (including the Scouts). Income exceeded normal expenditure by £1,415 but the floor needed replacing at a cost of £5,382. The hall income should cover the cost in future years.

Income for our Children's and Youth Work also fell in 2017 from £11,3120 to £9,047 but due to the departure of Joel our expenditure fell from £35,907 to £27,085. We remain utterly committed to Children's and Youth Work at St. Michael's so it is perhaps unfortunate that we show a separate shortfall on his work for accounting purposes as this is an essential part of our mission and ministry.

Like for like miscellaneous income and expenditure was materially effected in 2017 against 2016 although a change in the way of treating statutory fees did slightly skew figures for 2017. Future years will be dealt with in the same fashion.

The PCC continues its policy of maintaining a balance on unrestricted funds and due to the surplus in 2017 this has slightly risen to £35,070 (2016 £31,955). Our Reserves are invested in the Central Board of Finance or held in Barclays Bank. Current reserves equate to just over 3 months of unrestricted expenditure.

As in previous years our accounts have been prepared to conform to the Charity's Commission general guidance on the public benefit of the church's aims and objectives and the planning of our activities. The above reports reach beyond official requirements.

### **Risk management**

The major risks and steps taken to mitigate these risks have not materially changed since 2016.

Property fire or theft. Insurance and inspections are maintained and undertaken as required and in consultation with various experts.

Misappropriation of funds. The PCC and Standing Committee operates a system of controls that include segregation of duties designed to mitigate against any potential for misappropriation of funds. The amounts of cash held at any one time are not material. Two signatures are required for bank payments.

Committed expenditure appears to regularly exceed expected income but the PCC regularly monitors and reviews the financial situation throughout the year. Any anticipated deficit will be brought to the congregation's attention.

St. Michael's subscribes to the most up to date advice relation to inappropriate behaviour, especially where children and vulnerable adult's are concerned. DBS check are carried out as required and activities structured to minimise the potential for abuse (actual or alleged).

Signed on behalf of the PCC  
Revd. Nigel Adams.  
25th April 2018

**Independent Examiner's Report to the Parochial Church Council (PCC) of St Michaels Church, Braintree**

I report on the financial statements of the PCC for the year ended 31 December 2017, which comprise the Statement of Financial Activities, the Income and Expenditure accounts, the Balance Sheet and related notes.

**Respective responsibilities of trustees and independent examiner**

The members of the PCC who are the trustees of the charity are responsible for the preparation of the financial statements. They consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the financial statements of the PCC are not subject to audit and are eligible for independent examination, it is my responsibility to:

- examine the financial statements 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. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you in respect of any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the 2011 Act;
- the accounts do not accord with such records;
- the accounts have not been prepared in accordance with the statement: Accounting and Reporting by Charities: Statement of Recommended Practice - Charities SORP (FRS 102)

I have come across no 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.

Alan C Radford  
Chartered Accountant  
Needham Cottage  
Needham Green  
Hatfield Broad Oak  
Bishops Stortford  
Herts. CM22 7JT

10 April 2018

ST MICHAELS BRAINTREE PAROCHIAL CHURCH COUNCIL

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

STATEMENT OF FINANCIAL ACTIVITIES

	2017					2016	
	Unrestricted Fund (General Fund)	Designated Fund (Legacies Fund)	Restricted Fund (Youth Fund)	Other Restricted Funds	Endowment Fund	Total Funds	Total Funds
<b>INCOME</b>							
Voluntary Income	126409		9043	250		135703	134,818
Legacies		1100				1100	(326)
Church activities	16904					16904	13,120
Income from Investments	81	3240	4	387		3713	3,263
Surplus on sale of Investments				237		237	-
<b>TOTAL INCOME</b>	<b>143394</b>	<b>4340</b>	<b>9047</b>	<b>875</b>	<b>0</b>	<b>157656</b>	<b>150,875</b>
<b>EXPENDITURE</b>							
Church activities	122481	915	27085	1469		151950	151,508
<b>TOTAL EXPENDITURE</b>	<b>122481</b>	<b>915</b>	<b>27085</b>	<b>1469</b>	<b>0</b>	<b>151950</b>	<b>151,508</b>

ST MICHAELS BRAINTREE PAROCHIAL CHURCH COUNCIL

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

STATEMENT OF FINANCIAL ACTIVITIES

	2017				2016	
NET INCOME (EXPENDITURE) BEFORE INVESTMENT GAINS	20914	3424	-18038	-594	0	5706
Net gains (losses) on investments		8128			609	8736
NET INCOME (EXPENDITURE) BEFORE FUND TRANSFERS	20914	11552	-18038	-594	609	14442
TRANSFERS BETWEEN FUNDS			18038	-240		0
NET MOVEMENT IN FUNDS	3115	11552	0	-833	609	14442
TOTAL FUNDS BROUGHT FORWARD	31955	135637	13238	188028	7994	376852
TOTAL FUNDS CARRIED FORWARD	35070	147189	13238	187194	8603	391294
						<u>£ 376,851</u>

**Unrestricted Fund:**

**GENERAL FUND - INCOME & EXPENDITURE ACCOUNT**

Notes		<b>2017</b>	<b>2016</b>	Increase
		<b>£</b>	<b>£</b>	<b>%</b>
	<b>INCOME</b>			
	<b>Voluntary income</b>			
2	<b>Planned Giving</b>			
	Gift Aid donations	69164	67,728	
	Tax recoverable	20055	18,095	
	Other planned giving	14196	11,875	
		<u>103414</u>	<u>97,698</u>	6%
	<b>Collections</b>	11371	13,812	-18%
		<u>114784</u>	<u>111,510</u>	3%
3	<b>Gift Day and Thanksgiving Weekend</b>	11625	10,520	11%
	<b>Total donations</b>	<u>126409</u>	<u>122,030</u>	4%
	<b>Church activities</b>			
	Magazine sales	590	615	-4%
	Fees for weddings and funerals	3235	1,429	126%
	Contributions to Church costs	67	441	-85%
	Church House hire	9474	7,437	27%
	Car park fees	1295	980	32%
	Feed in tariff - solar panels	1216	754	61%
	Refreshments	476	-	100%
	Miscellaneous receipts	550	-	100%
	Grants receivable	0	1,464	-100%
	<b>Total income from Church activities</b>	<u>16904</u>	<u>13,120</u>	
	<b>Income from investments</b>			
	Interest received	81	130	-37%
	<b>TOTAL INCOME</b>	<b>143394</b>	<b>135,280</b>	6%

Unrestricted Fund:

EXPENDITURE

Church activities

4	<b>Giving</b>	Donations	12681	10,710	18%
5	<b>Ministry</b>	Diocesan Quota	76857	77,699	-1%
6		Vicar and Vicarage	687	921	-25%
7		Church running costs	13040	12,482	4%
8		Church House running cost	13400	6,723	99%
9		Printing	2117	1,523	39%
10		Other ministry costs	3699	2,395	54%
	<b>TOTAL EXPENDITURE</b>		<b>122481</b>	<b>112,453</b>	8.9%
	<b>SURPLUS BEFORE FUND TRANSFERS</b>		<b>20914</b>	<b>22,827</b>	
	TRANSFER TO YOUTH FUND		-18038	(24,595)	-26.7%
	TRANSFER FROM TITHE CHANCEL TRUST		240	234	
	<b>SURPLUS/(DEFICIT)</b>		<b>3115</b>	<b>(1,534)</b>	
	BALANCE AT 1 JANUARY 2017		31955	33,489	
	<b>BALANCE AT 31 DECEMBER 2017</b>		<b>35070</b>	<b>£ 31,955</b>	

The unrestricted funds represent 3.5 months of expenditure (2016 3.4).



## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

<u>Designated Fund:</u>	2017	2016
	£	£
<b>LEGACIES FUND</b>		
INCOME		
Grants receivable:		
Listed Places of Worship Grant Scheme - re Church boilers		(326)
Tax recoverable on income from Estate of Ms Edna Rogers		971
Income from investments	3240	2,783
Legacies received	1100	-
<b>TOTAL INCOME</b>	<b>4340</b>	<b>3,428</b>
EXPENDITURE		
Baby changing table		122
Church laptop	456	358
Church entrances project and related works		24
Communion Linen	459	-
<b>TOTAL EXPENDITURE</b>	<b>915</b>	<b>504</b>
<b>SURPLUS (DEFICIT) BEFORE FUND TRANSFERS</b>	<b>3424</b>	<b>2,924</b>
Net gain (loss) on revaluation of investment assets	8128	8,246
<b>BALANCE AT 1 JANUARY 2017</b>	<b>135637</b>	<b>124,467</b>
<b>BALANCE AT 31 DECEMBER 2017</b>	<b>147189</b>	<b>135637</b>
<i>Comprising:</i>		
CBF Investment Fund shares at market value (cost: £80,000)	94982	86,854
CBF deposit account	55161	51,921
Barclays Bank deposit account	-2953	(3,138)
	<b>147189</b>	<b>135,637</b>

*These funds have been set aside by the PCC to be spent on specific items of equipment or specific projects.*

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	£	£
<b><u>Restricted Fund:</u></b>		
<b>YOUTH FUND</b>		
<b>INCOME</b>		
Gift Aid donations	6614	8,224
Other planned donations	153	609
SMASH Club fees and donations	378	423
Stand By Me donations	105	
Interest	4	
Tax recoverable	1794	2,056
<b>TOTAL INCOME</b>	<b>9047</b>	<b>11,312</b>
<b>EXPENDITURE</b>		
Youth worker and Children & Families worker - salaries	20895	24,917
Children & Families worker - rent and water rates	5282	9,276
Youth worker and Children & Families worker - expenses	402	209
Stand By Me donations	180	
Other youth work costs	0	1,217
SMASH Club costs	326	190
School clubs costs	0	98
<b>TOTAL EXPENDITURE</b>	<b>27085</b>	<b>35,907</b>
DEFICIT BEFORE FUND TRANSFERS	-18038	(24,595)
TRANSFER FROM GENERAL FUND	18038	24,595
SURPLUS (DEFICIT)	0	-
BALANCE AT 1 JANUARY 2017	13238	13,239
BALANCE AT 31 DECEMBER 2017	13238 £	13,239

*This fund is to be used only for purposes connected wholly or mainly with persons under the age of 18 years.*

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	£	£
<b>Restricted Funds:</b>		
<b>PROPERTY FUND</b>		
INCOME	0	-
EXPENDITURE		
Depreciation of solar panels	753	753
DEFICIT BEFORE FUND TRANSFERS	<u>-753</u>	<u>(753)</u>
(DEFICIT) SURPLUS	-753	(753)
BALANCE AT 1 JANUARY 2017	182999	183,751
	<hr/>	<hr/>
BALANCE AT 31 DECEMBER 2017	182246 £	182,998
	<hr/> <hr/>	<hr/> <hr/>
<i>Comprising:</i>		
Church House and church hall (original cost)	58031	58,030
2011: Church House disabled access	12387	12,387
2012: Church House improvements (toilets, kitchen, former courtyard, heating and plumbing)	99029	99,029
2015: solar panels on hall roof (cost less depreciation)	12799	13,552
	<hr/>	<hr/>
<i>This fund may only be used for the purchase or improvement of property that is owned by the PCC.</i>	182246 £	182,998
	<hr/> <hr/>	<hr/> <hr/>
<b>MANNA FUND</b>		
INCOME		
Gift Aid donations	150	300
Tax recoverable	0	75
TOTAL INCOME	<u>150</u>	<u>375</u>
EXPENDITURE		
Grants paid	300	1,135
DEFICIT	<u>-150</u>	<u>(760)</u>
BALANCE AT 1 JANUARY 2017	1467	2,227
	<hr/>	<hr/>
BALANCE AT 31 DECEMBER 2017	1318 £	1,467
	<hr/> <hr/>	<hr/> <hr/>

*The Manna Fund, which is supported entirely by specific donations, is for the relief of acute financial hardship amongst members of the church, or occasionally, others within our pastoral ambit.*

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
<u>Restricted Funds:</u>	£	£
<b>TRAINING &amp; OUTREACH FUND (A. GREGORY BEQUEST)</b>		
<b>INCOME ACCOUNT</b>		
INCOME		
Donations received	50	130
Income from investments	292	255
TOTAL INCOME	<u>342</u>	<u>385</u>
EXPENDITURE		
Expenditure on outreach and evangelism	<u>-416</u>	<u>(756)</u>
(DEFICIT) SURPLUS	-74	(371)
BALANCE AT 1 JANUARY 2017	107	479
BALANCE AT 31 DECEMBER 2017	<u>33 £</u>	<u>108</u>

*This fund is held in a Central Board of Finance Deposit Account.  
It may be spent on Training and Outreach.*

**MUSIC AND WORSHIP FUND**

INCOME		
Donations received	50	-
EXPENDITURE		
	0	-
SURPLUS	50	-
BALANCE AT 1 JANUARY 2017	228	227
BALANCE AT 31 DECEMBER 2017	<u>278 £</u>	<u>227</u>

*This fund may be spent on resources for music and worship.*

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

<b>Restricted Funds:</b>	<b>2017</b>	<b>2016</b>
	£	£
<b>BARTRAM BIBLES FUND</b>		
INCOME		
Interest receivable	2	4
EXPENDITURE		
	0	-
<hr/>		
SURPLUS	2	4
BALANCE AT 1 JANUARY 2017	850	846
<hr/>		
BALANCE AT 31 DECEMBER 2017	853 £	846
<hr/> <hr/>		
<i>This fund may be spent on "Bartram Bible" prizes, but it is not available for general PCC expenditure.</i>		
<b>TITHE CHANCEL TRUST</b>		
INCOME		
Income from investments	93	91
Surplus on sale of investment assets	0	-
NET INCOME BEFORE INVESTMENT GAINS	93	91
<hr/>		
Net gains (losses) on investments	237	258
NET INCOME BEFORE FUND TRANSFERS	331	349
<hr/>		
TRANSFER TO GENERAL FUND RE CHANCEL INSURANCE	-240	(234)
SURPLUS (DEFICIT)	91	115
BALANCE AT 1 JANUARY 2017	2376	2,261
<hr/>		
BALANCE AT 31 DECEMBER 2017	2468 £	2,376
<hr/> <hr/>		
Capital account	120	120
Income account	2348	2,256
	2468 £	2,376
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*This Trust was established under the Tithe Act 1936.*

*The capital is perpetual and cannot be spent.*

*The income may be spent on the insurance and upkeep of the chancel, but is not available for general PCC expenditure.*

*The funds are held by the Chelmsford Diocesan Board of Finance, as custodian trustees.*

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	£	£
<b><i>Permanent Endowment Fund:</i></b>		
<b>TRAINING &amp; OUTREACH FUND (A. GREGORY BEQUEST)</b>		
<b>CAPITAL ACCOUNT</b>		
BALANCE AT 1 JANUARY 2017	7994	7,294
Gain on revaluation of investment assets	609	700
BALANCE AT 31 DECEMBER 2017	<u>8603 £</u>	<u>7,994</u>
<i>Comprising:</i>		
CBF Investment Fund shares at market value (cost: £5,355)	7237	6,618
CBF Fixed Interest Securities Fund shares at market value (cost: £1,339)	1366	1,376
	<u>8603 £</u>	<u>7,994</u>

*This fund cannot be spent.*

*The income is added to the Income Account.*

<b>BALANCE SHEET</b>			
<b>31 DECEMBER 2016</b>		<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>			
13	Tangible	182246	182,998
13	Investments	106526	97,458
		<hr/>	<hr/>
		288771	280,456
<b>CURRENT ASSETS</b>			
	Stock	260	874
14	Debtors and prepayments	3783	23,016
	Short term deposits	64539	71,005
	Cash at bank and in hand	50592	3,541
		<hr/>	<hr/>
		119175	98,436
<b>LIABILITIES</b>			
15	Creditors - amounts falling due in one year	-16652	(2,041)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		102523	96,395
		<hr/>	<hr/>
17	<b>TOTAL NET ASSETS</b>	391294 £	376,851
<b>PARISH FUNDS</b>			
<b>Unrestricted funds:</b>			
	General Fund	35070	31,955
	Designated fund: Legacies Fund	147189	135,637
<b>Total unrestricted funds</b>		<hr/>	<hr/>
		182259	167,592
<b>Restricted funds:</b>			
	Youth Fund	13238	13,239
	Property Fund	182246	182,998
	Manna Fund	1318	1,467
	Training & Outreach Fund Income	33	108
	Music & Worship Fund	278	227
	Bartram Bibles Fund	853	850
	Tithe Chancel Trust	2468	2,376
<b>Total restricted funds</b>		<hr/>	<hr/>
		200432	201,265
<b>Endowment fund:</b>			
	Training & Outreach Fund Capital	8603	7,994
<b>TOTAL CHURCH FUNDS</b>		<hr/>	<hr/>
		391294 £	376,851
		<hr/>	<hr/>

Approved by the Parochial Church Council on 15th March 2018 and signed on its behalf by:

Revd. Nigel Adams

Cyril Bamforth (Churchwarden)

The notes on pages 13 to 19 form part of these accounts.

#### **ACCOUNTING POLICIES**

The PCC is a public entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible by law. They do not include the accounts of church groups that owe their main affiliation to another body, not those that are informal gatherings of church members. The PCC considers that there are no material uncertainties over their ability to continue as a going concern.

#### **FUNDS**

Endowment funds are funds, the capital of which must be maintained; only income arising from investments of the endowment may be used either as restricted or unrestricted funds depending on the purpose for which the endowment was established.

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes and designated funds are amounts set aside by the PCC for fixed assets or a future project.

#### **INCOME**

Planned giving, collections and donations are recognised when received. Tax recoverable is recognised when the income to which it relates is received. Grants and legacies are accounted for when the PCC is entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All income is for gross. The value of voluntary help received is not included in the accounts.

#### **EXPENDITURE AND LIABILITIES**

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable. Grants and donations are accountable for when paid over, or when awarded, if that creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### **FIXED ASSETS**

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) of the Charities Act 2011. Movable church furnishings held by the vicar (priest in charge) 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). All expenditure incurred during the year on consecrated or benefice property and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the financial statements.

The Church House and hall are stated at cost. No depreciation is provided as the depreciation charge and accumulated depreciation would not be material because residual value of the assets is at least as much as their carrying amount. The solar panels on the church hall roof are depreciated on a straight line basis over 20 years. Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £10,000 or less are written off when the asset is acquired. Investments are stated at market value at 31 December.

#### **CURRENT ASSETS**

Short term deposits comprise cash held on deposit with the CBF Church of England Funds.



## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	£	£
<b>2 PLANNED GIVING</b>		
There are 63 continuing Gift Aid Declarations (2015: 69).		
There were 36 one-off donations under Gift Aid (2016: 38).		
Other planned giving includes giving through the Charities Aid Foundation and Stewardship, both of which are tax efficient.		
<b>3 GIFT DAY AND THANKSGIVING WEEKEND</b>		
Received:		
Gift Aid donations	6628	5,268
Tax recoverable	1532	1,317
Other donations	3465	3,935
	11625	10,520
<b>4 PCC DONATIONS</b>		
<b><i>Missionary and charitable giving - overseas</i></b>		
A Rocha	180	-
ACTS (Burkina Faso)	945	-
Barnabas Fund	450	-
CMS	500	-
Crosslinks (BCMS)	500	500
Langham Partnership International	450	-
Stand By Me - Myanmar (Burma)	900	900
	3925	1,400
<b><i>Missionary and charitable giving - home</i></b>		
Braintree Deanery		-
Braintree Street Pastors	400	600
Braintree Youth Project Charity	360	360
CPAS Patronage Fund	500	-
CYO Braintree	3000	3,000
Make Jesus Known (Tim & Charissa Cooke)	2496	2,500
St. Michael's School Governors - Building Fund	2000	2,000
Support for Grace Hopkins (Serbia; 2015:Moldova)		250
Support for Lea and Petra Williams		600
	8756	9,310
Overall total	12681	10,710

## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
<b>5 DIOCESAN QUOTA</b>		
Amount due and paid to the Diocese	<u>76857</u> £	<u>77,699</u>
The Quota that we will have to pay to the Diocese in 2018 is £82,371		
<b>6 VICAR AND VICARAGE</b>		
Car expenses and travel (net of private use)	60	272
Telephone	32	319
Postage and stationery	15	48
Hospitality		51
Miscellaneous	414	154
Vicarage -light and heat (during vacancy)	167	77
	<u>687</u> £	<u>921</u>
<b>7 CHURCH RUNNING EXPENSES</b>		
Repairs	2546	2,696
Insurance	4791	4,609
Light and heat	3002	3,034
Tower clock restoration	410	-
Organ maintenance	341	288
Cleaning and toiletries	1949	1,855
	<u>13040</u> £	<u>12,482</u>
<b>8 CHURCH HOUSE RUNNING EXPENSES</b>		
Repairs	6893	676
Insurance	1651	1,570
Water rates	386	501
Light and heat	2544	2,212
Cleaning and toiletries	978	931
Telephone	948	833
	<u>13400</u> £	<u>6,723</u>
<b>9 PRINTING</b>		
Paper and ink	1063	612
Magazine binding	60	
Printing machine maintenance	993	911
	<u>2117</u> £	<u>1,523</u>

## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
10 OTHER MINISTRY COSTS		
Visiting speakers	60	24
Sundries	400	532
Statutory fees	1230	
Hon. Curates	700	687
Costs of services		365
Copyright renewal fee	749	522
Candidates expenses	221	
Catering for Installation	141	
ICO	35	
Governance costs - Annual Report and independent examination	164	187
Freewill Offering envelopes		78
	3699 £	2,395

## 11 STAFF COSTS

During the year, the PCC employed:

- a part-time Youth worker ;
- a full-time Children & Families worker to 31 August (2016: full year);
- a part-time verger; and
- a part-time cleaner (2016: the same).

The total wages amounted to £23,666 (2015: £27,443).

Social security costs were fully covered by the Employment Allowance.

The staff are on the Diocese's payroll and the costs are recharged to the PCC.

## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

## 12 PAYMENTS TO PCC MEMBERS

The Treasurer was paid £0 (2016: £20) in reimbursement of expenses.

The Vicar was paid £514 (2016: £844) in reimbursement of working expenses.

Salaries were paid to the Children & Families Worker and Youth Worker, the costs of which are included in the figure quoted in note 11, and they were reimbursed expenses of £402 (2016: £209).

The PCC provided accommodation for the Children & Families worker, at a cost of £5,282 (2016: £9,276).

The PCC purchased a laptop computer for £456 from DK Huxter Ltd, a company controlled by David J Huxter.

No other payments were made to any PCC member, persons closely connected to them, or related parties.

## 13 FIXED ASSETS

(a) Tangible (all restricted)

	2017		
	Freehold land and buildings	Solar panels	Total
COST			
1 January 2017	169,446	15058	184,504
Additions	-	0	-
31 December 2017	169,446	15058	184,504
DEPRECIATION			
1 January 2017	-	1506	1,506
Depreciation for the year	-	753	753
31 December 2017	-	2259	2,259
NET BOOK VALUE			
31 December 2017	169,446	12799	182,245
31 December 2016	169,446	13552	182,998

## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

13		<b>2017</b>	<b>2016</b>
(b)	<u>Investments</u>	<b>£</b>	<b>£</b>
	Market value 1 January	97458	88,163
	Purchases at cost	93	91
	Sale proceeds	0	-
	Surplus on sale	0	-
	Net gains (losses) on revaluation	8974	9,204
	Market value 31 December	<u>106526</u> £	<u>97,458</u>

The holdings at 31 December comprise:

	<b>Cost</b>	<b>Market value</b>	<b>Market value</b>
		<b>2017</b>	<b>2016</b>
<u>Designated fund:</u>			
5,807.96 CBF Investment Fund shares	80000.00	94982	95,100
<u>Restricted fund:</u>			
179.41 (2016: 173.60) CBF Investment Fund shares	435.00	2941	2,610
<u>Endowment fund:</u>			
442.52 CBF Investment Fund shares	5355.00	7237	6,618
815.37 CBF Fixed Interest Securities Fund shares	1339.00	1366	1,376
	<u>87129.00</u>	<u>106526</u> £	<u>105,704</u>

## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	£	£
14 DEBTORS		
Unrestricted funds:		
Tax recoverable	2198	19,412
Prepayments and accrued income	318	388
Other debtors	1138	480
	<u>3654</u>	<u>20,280</u>
Designated funds:		
Other debtors	0	-
Total unrestricted funds	<u>3654</u>	<u>20,280</u>
Restricted funds:		
Tax recoverable	130	2,071
Prepayments and accrued income		75
Other debtors		590
	<u>3783</u>	<u>23,016</u>
	<u>£</u>	<u>£</u>
15 LIABILITIES		
Amounts falling due in one year (unrestricted funds):		
Accruals for utility and other costs	1930	750
Specific donations to be passed on to other charities	347	69
Other creditors	14375	942
	<u>16652</u>	<u>1,761</u>
Amounts falling due in one year (designated funds):		
Other creditors	0	-
	<u>0</u>	<u>-</u>
Total unrestricted funds	<u>16652</u>	<u>1,761</u>
Amounts falling due in one year (restricted funds):		
Restricted Funds accruals for utility and other costs	0	280
	<u>0</u>	<u>280</u>
	<u>16652</u>	<u>2,041</u>
	<u>£</u>	<u>£</u>

## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

## 16 DONATIONS BY MEMBERS OF THE CONGREGATION

*Amounts received and paid over to other charities.  
(Not included in the Statement of Financial Activities)*

***Missionary and charitable giving - overseas***

Barnabas Fund		25
Christian Aid		49
Stand By Me (Youth Church)	45	180
Tearfund	22	234
ACTS (Burkino Faso)	295	
	<u>362</u>	<u>488</u>

***Missionary and charitable giving - home***

Children's Society		39
Essex Clergy Charity	325	145
Farleigh Hospice (Ladies Group)		102
Fishermen's Mission	595	-
Mary's Fund	120	-
Royal British Legion		256
SASRA (Remembrance Sunday)	147	161
Salvation Army	86	-
Tsion		
	<u>1273</u>	<u>703</u>

Overall total	<u>1635</u> £	<u>1,191</u>
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## NOTES TO THE FINANCIAL STATEMENTS

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

## 17 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	TOTAL 2016
	£	£	£	£	£
Tangible fixed assets			182246		182246
Investment fixed assets		94982	2941	8603	106526
Current assets	51722	52208	15245		119175
Liabilities falling due in one year	-16652				-16652
	<u>35070</u>	<u>147189</u>	<u>200432</u>	<u>8603</u>	<u>391294</u>