

Independent Examiner's Report to the P.C.C. of Clayton Parish Church, Bradford.

This report on the financial statements of the PCC for the year ended 31st December 2017, in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7b) of the 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

No matter has come to my attention which gives me reasonable cause to believe that in all material respects the requirements to keep accounting records in accordance with section 41 of the Act and, to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act, have been met.

Dated: 4/3/2018

G. Orme

J. Lynch

V. Pollard

Mr. Graham John Orme, MA, A.C.M.A.
193 Leaventhorpe Lane
Thornton
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J. Lynch
PCC Treasurer

Rev. V. Pollard
Vicar

**St John's
Clayton Parish Church**

End of Year Financial Statements

Year Ending 2017

Treasurers Report

The PCC has asked me to thank you for your generous giving to church last year.

This year the church was able to pay its share to the Diocese in full which is good news, however congregational giving does not fully cover the costs for clergy, our mission and for the church to be heated, lit and to be maintained.

The shortfall in giving amounts to £333 per week. A Stewardship campaign is planned for 2018 to help bridge this gap. Please respond prayerfully.

The organ was subject to an insurance claim and has been successfully repaired.

Adding additional capacity to The Garden of Rest is also in progress and currently the architects are preparing drawings for planning approval.

The south roof is being investigated for repair work and a scheme of works is being prepared by the church architect. This will be a significant project.

Bank account descriptions

HSBC Current Account 1 - Code 6501

This is an HSBC Community Current Account for the combined General and Development fund and Garden of Rest income and expenditure.

HSBC Current Account 2 - Code 6502

This is an HSBC Community Current Account for the accumulated interest from Harrison Benn Trust Fund and Wilman Clock & Tower fund.

HSBC Current Account 4 - Code 6504

This is a Current account opened in 2002 for income and expenditure for St. John's Care Club which provides before and after school care for children.

CCLA (CBF Deposit Account) Harrison Benn Accumulated Interest – Code 6505

This account contains £2,000 of accumulated interest from Harrison Benn Trust Fund.

Nat West Current Account – Code 6506

The Vicars Discretionary fund was opened at the same time as Harrison Benn Trust Fund in 1917 to be run by the incumbent Vicar. This was continued until August 1998 when the Treasurer was asked to take over the accounting.

CCLA (CBF Deposit Account) Building Development Fund – Code 6510

This account was opened in 2009 to receive income and donations towards the proposed Community Rooms for the Church. A small amount of residual interest remains.

GARDEN OF REST

The fund receives income from the sale of memorial tablets and burying of ashes and the upkeep of the gardens. The accumulated fund balance shall be used to build additional capacity for the current garden to enable additional tablets to be sited.

Active Trust Funds

HARRISON BENN TRUST Fund [Restricted]

In March 1917 Mr. Harrison Benn presented the Church with a Trust Deed for the sum of £12,000 vested in 2.75% Irish Land Stock. In 1964 the then Treasurer, Mr. Fred Kershaw in conjunction with the Diocesan Board of Finance put forward proposals to re-invest this Trust money and by January 1965 the stock had been sold raising £10,148.80p. This was transferred to the Central Board of Finance Investment Fund and purchased 12,746 shares. The capital cannot be draw upon, however the interest from the sum invested is apportioned, at the benefactor's request for the benefit of the church as follows:-

A & B each of 5/30ths - These were joined together in 1985 making 10/30th's to be used towards the Expenses of the Vicar, Curate or Assistant Curate or any other person employed in carrying out the duties or some of the duties usually undertaken by a Vicar or Curate.

C - 4/30th's to augment the Salary of the Organist & Choirmaster after a Salary of £25 per annum has been provided by the Vicar and Churchwardens.

D - 2/30th's to be used for the cleaning and repairing of the Robes for the Clergy, Choir and Organist, also for the purchase of Cassocks & Surplices to be used by Choir.

E - 2/30th's to be used for the repair and improvement of the organ and its accessories, if the Interest accumulates to £500 over 25 years it is up to the Vicar, Organist & Choirmaster at the time to decide its use

F - 1/30th to repair of the Church Fabric including the lichgate and pathways appurtenant to the Church

G - 3/30th's for the polishing, repairing and renewing of the marble, onyx, alabaster, precious stones and mosaic work in the Church including mural tablets. Once the interest has accumulated to £400 over 25 years the interest has to be used for the purpose of sub - clause [F].

H - 3/30th's for the upkeep of the Church House but in 1967 the Church House was sold therefore the interest was transferred to sub - clause [F]. So F, G & H were combined to make 7/30th's of Interest to the repair of Fabric.

I - 2/30th's for carrying on of Sunday school attached to the said Church.

J - 3/30th's for the poor of the said Church to be administered by the Vicar and used at his or her sole discretion.

K - No portion to be used for paying of the Church Insurance.

12,746 Shares held in Central Board of Finance Investment Fund @ £16.5380 at 28th December 2017

Shares	2017	2016	2015
12,746	£210,793.48	£192,673.00	£172,512.01

WILMAN CLOCK & TOWER FUND [Restricted]

The trust Deed was opened for Clock maintenance and is held by the Church Commissioners in the Central Board of Finance Investment Fund as 65 Shares. Interest is paid quarterly into Bank where it is left to accumulate until it is required.

Shares	2017	2016	2015
65	£1,074.97	£982.56	£879.75

CHURCH HOUSE TRUST ACCOUNT [Restricted]

The Trust Deed was made on the 2nd -of March 1967 and was based on the sale of the Church House, Nursery Road, Clayton and the Funds that the administrative Trustees had accumulated. This amounted to £6,910 and was invested in various Corporations. As they matured they were re-invested in the Central Board of Finance.

2,709 Shares held in Central Board of Finance Investment Fund @ 1032.60 at 31st December 2011 and 3,184 Shares in CCLA Fixed Interest Securities Fund @ 163.77 at 31st December 2011.

In 2011 the trustees applied to the Charity Commission for the trust aims to be widened to include new building works at the church. The shares were subsequently sold and the proceeds used towards the building of the Community Rooms. The P.C.C received the income of £31,263.95 after legal costs, on 19 October 2011. The trust remains in place with the trust assets invested in the Community Rooms, representing approx. 6.73% of the building cost of £465,000 for the Community Rooms.

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources					
Incoming resources from generated funds					
Voluntary income	£80,488.15	(£40.00)	—	£80,448.15	£79,353.20
Activities for generating funds	£3,961.20	—	—	£3,961.20	£1,306.20
Investment income	—	£6,847.82	—	£6,847.82	£5,645.54
Incoming resources from charitable activities	£61,136.89	—	—	£61,136.89	£75,765.57
Other incoming resources	£21,398.00	—	—	£21,398.00	—
Total income	£166,984.24	£6,807.82	—	£173,792.06	£162,070.51
Resources used					
Cost of generating funds					
Cost of generating voluntary income	£110.40	—	—	£110.40	£151.70
Charitable activities	£190,640.55	—	—	£190,640.55	£134,483.78
Governance costs	—	—	—	—	—
Total expenditure	£190,750.95	—	—	£190,750.95	£134,635.48
Net income / (expenditure) resources before transfer	(£23,766.71)	£6,807.82	—	(£16,958.89)	£27,435.03
Transfers					
Gross transfers between funds - in	£26,859.00	£12,000.00	—	£38,859.00	£12,751.00
Gross transfers between funds - out	(£23,619.00)	(£15,240.00)	—	(£38,859.00)	(£12,751.00)
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	(£20,526.71)	£3,567.82	—	(£16,958.89)	£27,435.03
Total funds brought forward	£54,777.34	£12,996.93	—	£67,774.27	£40,339.24
Total funds carried forward	£34,250.63	£16,564.75	—	£50,815.38	£67,774.27
Represented by					
Unrestricted					
General fund	£2,284.84	—	—	£2,284.84	£4,050.74
Designated					
Care Club (see page 8)	£18,080.74	—	—	£18,080.74	£36,102.45
Church Development Fund (Building)	£20.88	—	—	£20.88	£609.88
Garden of Rest	£5,273.05	—	—	£5,273.05	£6,731.89
Maintenance Fund	£8,451.12	—	—	£8,451.12	£7,142.38
Organ Restoration	£140.00	—	—	£140.00	£140.00
Restricted					
Audio System Fund	—	—	—	—	—
Big Lottery Fund Grant	—	£46.52	—	£46.52	£46.52
Church Development Fund (Building)	—	£2,350.11	—	£2,350.11	£3,390.11
E. Wilman Clock & Tower Fund	—	£212.94	—	£212.94	£178.35
Harrison Benn Trust Fund (see page 9)	—	£10,606.25	—	£10,606.25	£6,003.02
Vicars Discretionary Fund	—	£3,348.93	—	£3,348.93	£3,378.93
Total funds carried forward	£34,250.63	£16,564.75	—	£50,815.38	£67,774.27

Balance sheet

Class and code	Description	This year	Last year
Current assets			
6501	HSBC Current account 1	£26,273.97	£29,647.83
6502	HSBC Current Account 2	£10,569.19	£4,837.25
6503	HSBC Current Account 3	£0.59	£0.59
6504	HSBC Current Account 4	£17,690.13	£35,615.72
6505	CCLA (CBF Deposit Account)	£2,000.00	£2,000.00
6506	Nat West Current Account	£2,706.23	£2,706.23
6507	HSBC High Interest Deposit Account	—	—
6510	CCLA (CBF) deposit account	£46.99	£46.99
6590	Petty Cash	£4.97	£3.32
6591	Care Club Petty Cash	£390.61	£486.73
6592	Youth Pastor Petty Cash	—	£135.91
	Total Current assets	£59,682.68	£75,480.57
Liabilities			
6601	Loans received	—	—
6699	Agency collections	£8,867.30	£7,706.30
	Total Liabilities	£8,867.30	£7,706.30
	Net Asset surplus (deficit)	£50,815.38	£67,774.27
Represented by funds			
	Unrestricted	£2,284.84	£4,050.74
	Designated	£31,965.79	£50,726.60
	Restricted	£16,564.75	£12,996.93
	Endowment	—	—
	Total	£50,815.38	£67,774.27

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
HSBC Current account 1	£2,279.87	£13,884.17	£10,109.93	—	£26,273.97	£29,647.83
HSBC Current Account 2	—	—	£10,569.19	—	£10,569.19	£4,837.25
HSBC Current Account 3	—	—	£0.59	—	£0.59	£0.59
HSBC Current Account 4	—	£17,690.13	—	—	£17,690.13	£35,615.72
CCLA (CBF Deposit Account)	—	—	£2,000.00	—	£2,000.00	£2,000.00
Nat West Current Account	—	—	£2,706.23	—	£2,706.23	£2,706.23
HSBC High Interest Deposit Account	—	—	—	—	—	—
CCLA (CBF) deposit account	—	£0.88	£46.11	—	£46.99	£46.99
Petty Cash	£4.97	—	—	—	£4.97	£3.32
Care Club Petty Cash	—	£390.61	—	—	£390.61	£486.73
Youth Pastor Petty Cash	—	—	—	—	—	£135.91
Totals	£2,284.84	£31,965.79	£25,432.05	—	£59,682.68	£75,480.57
Liabilities - Agency accounts						
Agency collections	—	—	£8,867.30	—	£8,867.30	£7,706.30
Totals	—	—	£8,867.30	—	£8,867.30	£7,706.30
Grand total	£2,284.84	£31,965.79	£16,564.75	—	£50,815.38	£67,774.27

Analysis of income and expenditure

Income

Incoming resources from generated funds - Voluntary income

					Total	
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Last year</u>
0101 - Gift Aided Donations - Bankers Orders	£25,992.39	—	(£40.00)	—	£25,952.39	£23,800.50
0110 - Gift Aided Donations - Envelopes	£19,883.66	—	—	—	£19,883.66	£19,798.88
0201 - Weekly Envelopes, SO's & Other Planned D	£3,894.75	—	—	—	£3,894.75	£3,752.05
0301 - Loose plate collections	£6,650.00	£86.00	—	—	£6,736.00	£5,786.00
0501 - One-off Gift Aided gifts	£57.00	—	—	—	£57.00	—
0502 - One-off Non Gift Aided gifts	£9,651.21	—	—	—	£9,651.21	£14,677.32
0510 - Gifts of quoted securities	—	—	—	—	—	—
0550 - Donations, appeals etc	£135.00	—	—	—	£135.00	£140.00
0601 - Tax recoverable on Gift Aid	£12,952.49	—	—	—	£12,952.49	£11,398.45
0901 - Other funds generated (*2)	£1,185.65	—	—	—	£1,185.65	—
Total	£80,402.15	£86.00	(£40.00)	—	£80,448.15	£79,353.20

Incoming resources from generated funds - Activities for generating funds

					Total	
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Last year</u>
0910 - Fundraising Activities	£1,621.20	—	—	—	£1,621.20	£944.20
1220 - Bookstall sales - fund raising	—	—	—	—	—	—
1240 - Church hall lettings - fund raising	£2,340.00	—	—	—	£2,340.00	£362.00
Total	£3,961.20	—	—	—	£3,961.20	£1,306.20

Incoming resources from generated funds - Investment income

					Total	
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Last year</u>
1001 - Dividends	—	—	—	—	—	—
1020 - Bank and building society interest	—	—	£6,847.82	—	£6,847.82	£5,645.54
1030 - Rent from lands or buildings	—	—	—	—	—	—
Total	—	—	£6,847.82	—	£6,847.82	£5,645.54

Incoming resources from charitable activities

					Total	
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Last year</u>
1101 - Fees for weddings and funerals	£3,363.00	£13.00	—	—	£3,376.00	£2,448.00
1202 - Video's and Extras for Weddings	£2,950.00	—	—	—	£2,950.00	£2,455.00
1210 - Bookstall sales to promote objectives	£19.60	—	—	—	£19.60	—
1230 - Church hall lettings - objectives	£7,276.40	—	—	—	£7,276.40	£8,587.35
1330 - Garden of Rest - Income	£663.24	—	—	—	£663.24	£926.68
1340 - Care Club Fees	—	£46,851.65	—	—	£46,851.65	£61,348.54
Total	£14,272.24	£46,864.65	—	—	£61,136.89	£75,765.57

Other incoming resources

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
1310 - Insurance claims (*1)	£21,398.00	—	—	—	£21,398.00	—
Total	£21,398.00	—	—	—	£21,398.00	—
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INCOME TOTAL	£120,033.59	£46,950.65	£6,807.82	—	£173,792.06	£162,070.51

Expenditure

Cost of generating funds - Cost of generating voluntary income

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
1730 - Fundraising costs for events, fetes etc.	£110.40	—	—	—	£110.40	£151.70
Total	£110.40	—	—	—	£110.40	£151.70

Charitable activities

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
1804 - Mission Giving	£5,650.00	—	—	—	£5,650.00	£50.00
1910 - Parish share	£68,582.00	—	—	—	£68,582.00	£45,000.00
2003 - Youth Worker	—	—	—	—	—	£8,663.73
2020 - Care Club Staff	—	£43,958.28	—	—	£43,958.28	£30,796.03
2040/50 - Salaries for Administrator and Caretaker	£8,463.39	—	—	—	£8,463.39	£6,731.09
2100 - Vicar & Curates Expenses	£3,326.56	—	—	—	£3,326.56	£3,096.09
2201 - Outreach Initiatives	£230.43	—	—	—	£230.43	£63.96
2202 - Children	£559.81	—	—	—	£559.81	£234.61
2203 - Sick and Poor	£521.04	—	—	—	£521.04	£780.00
2205 - Youth	£235.91	—	—	—	£235.91	£514.09
2220 - Events & trips - Mission related	—	—	—	—	—	—
2230 - Mission & Evangelism (Alpha, DPYK etc)	£712.78	—	—	—	£712.78	£2,829.68
2250 - Homegroups, Welcome Teas	£224.20	—	—	—	£224.20	£23.12
2270 - Music, Licences and Sanctuary Costs	£1,276.12	—	—	—	£1,276.12	£939.33
2301 - Church running - insurance	£3,751.94	—	—	—	£3,751.94	£3,540.72
2310 - Stationary, telephone	£3,731.57	—	—	—	£3,731.57	£4,909.74
2330 - Church maintenance (*1)	£21,951.90	£3,003.26	—	—	£24,955.16	£4,596.41
2340 - Quinquennial Repairs	—	£774.00	—	—	£774.00	—
2360 - Sundries	£2,000.70	—	—	—	£2,000.70	£1,665.36
2370 - Care Club Sundries	—	£10,915.08	—	—	£10,915.08	£12,362.70
2380 - Garden of Rest tablets, upkeep	—	£1,471.84	—	—	£1,471.84	£409.00
2401 - Church running - electric	£4,319.80	—	—	—	£4,319.80	£2,809.08
2410 - Church running - gas	£4,606.90	—	—	—	£4,606.90	£4,061.24
2420 - Church running - water	£373.04	—	—	—	£373.04	£407.80
Total	£130,518.09	£60,122.46	—	—	£190,640.55	£134,483.78

Governance costs

<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
				<u>This year</u>	<u>Last year</u>

2601 - Governance costs examination/audit fee	—	—	—	—	—	—
Total	—	—	—	—	—	—
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EXPENDITURE TOTAL	£130,628.49	£60,122.46	—	—	£190,750.95	£134,635.48
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INCOME OVER EXPENDITURE	(£10,594.90)	(£13,171.81)	£6,807.82	—	(£16,958.89)	£27,435.03
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Notes:

*1 The organ bellows were damaged and were subject to an insurance claim valued at £21,398. This is shown in the respective Church maintenance expenditure and Insurance Claims income.

*2 Other Funds Generated of £1,185.65 relates to refunds from BT for Community Rooms broadband due to poor service.

Details of calendar year figures for PCC							
St Johns Care Club	2017	Summary of running expenses and total expenses					
		Jan-Mar 17	Apr-Aug 17	Sept-Dec 17	Total 2017	Total 2016	
Income							
Fees received to 31 Dec 17		17,834.30	12,689.01	16,328.34	46,851.65	61,348.54	
		17,834.30	12,689.01	16,328.34	46,851.65	61,348.54	
Expenses							
Wages, nic & fees-paid to BCPA		22,413.25	11,508.43	10,036.60	43,958.28	30,796.03	
Food and drink		733.84	485.75	779.76	1,999.35	2,275.19	
Sundry supplies		363.90	756.93	310.38	1,431.21	449.86	
Annual Insurance			349.60		349.60	289.89	
Rents		1,386.00	1,276.00	1,518.00	4,180.00	4,224.00	
Book-keeping fee			300.00		300.00	250.00	
OFSTED fees		50.00	683.80	54.00	787.80	171.00	
Stationery, phone, postage			15.00	165.32	180.32	65.90	
EY inspection, DBS checks					-	208.00	
Web fee			23.00		23.00	375.00	
toys+equipment			118.80	44.95	163.75	478.37	
Tablet/iPad			106.79	567.95	674.74	558.80	
Signage/O/display board		102.00		78.00	180.00	381.14	
R Dunn trip/christmas meal+sweets			37.75	142.26	180.01	335.95	
polo shirts/clothing			100.00	365.30	465.30	380.52	
		25,048.99	15,761.85	14,062.52	54,873.36	41,239.65	
Bfd Comm Payrol accounts (held)			- 3,614.00		- 3,614.00	- 3,111.44	
Bfd Comm Payrol accounts (used)				3,614.00	3,614.00	3,111.44	
		25,048.99	12,147.85	17,676.52	54,873.36	41,239.65	
Running expenses							
Excess income over expenditure		- 7,214.69	541.16	- 1,348.18	(8,021.71)	20,108.89	
Less					-	1,595.00	
Paid to Church		- 10,000.00			- 10,000.00	5,324.08	
		- 10,000.00	-	-	- 10,000.00	6,919.08	
Surplus for Year		- 17,214.69	541.16	- 1,348.18	(18,021.71)	13,189.81	
					31.12.17		
				Brought Forward	36,102.45		
				Profit/ Loss	- 18,021.71		
				c/f cash and bank	18,080.74		

					Harrison Benn 2017 Synopsis								
H Benn Trust	As at 1st Jan												
Income	Proportion												As at 1st Jan
	Purpose	1/3	2/15	1/15	1/15	7/30	0/30	1/15	1/10				
		Curacy	Organist	Choir	Organ	Fabric	Marble	Sunday Schoo	Vicar for Poor				
C/FWD C.B.of Fin Deposit CCLA 6505		£1,500.00		£100.00			£400.00						£2,000.00
C/FWD H Benn Trust Current 6502		-£3,623.09	£2,409.01	£279.36	£2,118.70	£616.39	£0.14	£168.46	£2,034.04				£4,003.02
Interest Feb 17	1516.77	505.59	202.24	101.12	101.12	353.91	0.00	101.12	151.68				
Interest June 17	1679.92	559.97	223.99	111.99	111.99	391.98	0.00	111.99	167.99				
Interest Sept 17	1990.93	663.64	265.46	132.73	132.73	464.55	0.00	132.73	199.09				
Interest Dec 17	1593.25	531.08	212.43	106.22	106.22	371.76	0.00	106.22	159.33				
Other interest	32.36	10.79	4.31	2.16	2.16	7.55	0.00	2.16	3.24				
Totals		£147.99	£3,317.44	£833.58	£2,572.92	£2,206.14	£400.14	£622.68	£2,715.36				
Expenditure	Purpose	Curacy	Organist	Choir	Organ	Fabric	Marble	Sunday Schoo	Vicar for Poor				
Vicars and Curates Expenses													
Children								£559.00					
Community Choir Room Hire (44 X £20)				£880									
Organ Maintenance					£250								
Vicar for poor									£521.00				
H Benn Balances Carry Forward		£147.99	£3,317.44	-£46.42	£2,322.92	£2,206.14	£400.14	£63.68	£2,194.36	£10,606.25			
	Made up of :												
C.B.of Fin Deposit CCLA 6505		£1,500.00		£100.00			£400.00						£2,000.00
H Benn 6502		-£1,352.013	£3,317.444	-£146.421	£2,322.915	£2,206.144	£0.140	£63.675	£2,194.363				£8,606.25
								Carry Forward Total 2017		£10,606.25			