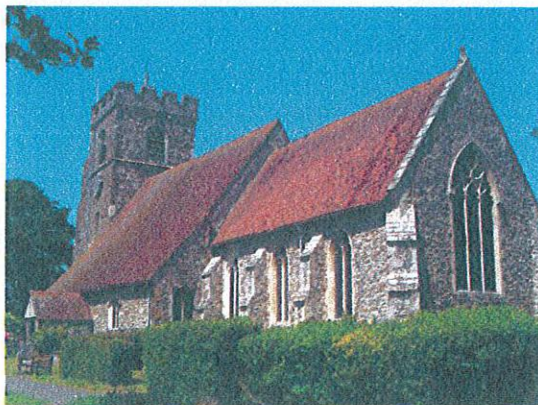


**ANNUAL REPORT AND FINANCIAL STATEMENTS
OF THE
FELPHAM PAROCHIAL CHURCH COUNCIL**

For the year ended 31st December 2017

Registered Charity No:- 1133732



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St Mary the Virgin Church Felpham Road Felpham

***Incumbent:* The Reverend John Challis
The Rectory, 24, Limmer Lane, Felpham PO22 7ET**

***Independent Examiner:* Mr Gordon Jacobs, 33 Caledon Avenue, Felpham,
Bognor Regis, West Sussex. PO22 7QZ**

***Bankers:* Santander, Barclays Bank and Church Board of Finance Church of
England Funds**

Parochial Church Council of St Mary the Virgin, Felpham

Annual Report For 2017

Administrative information

St Mary's Church is situated in Felpham Road, Felpham. It is part of the Diocese of Chichester within the Church of England. All correspondence should be addressed to the Rector, The Church Office, St Mary's Centre, Grassmere Close, Felpham, Bognor Regis, West Sussex. PO22 7NU.

During the year the following served as members of the PCC:

Incumbent	The Revd John Challis	
Wardens	Margaret Treacy (Lay Vice Chair) Dianne Embleton	Until 2018 Until 2018
Deputy Wardens	David Lowen Steve Christie	Until 2018 Until 2018
Treasurer	David Lowen	Ex-Officio to 2018
PCC Secretary	Wendy Barrett	Ex-Officio to 2018
Deanery Synod	Wendy Barrett Pam Buckland Janette Penn Maureen Williams	Until 2020 Until 2020 Until 2020 Until 2020
Elected Members	Janet Bidwell Joan Bull Steve Christie Sue Davison Jeanette Fido Rosemary Gregory Sharon Guardia Sue Holland David Lowen Bob Reddie Bunty Simmans Pam Tasney (co-opted 26.11.2017)	Until 2020 Until 2019 Until 2020 Until 2019 Until 2020 Until 2018 Until 2019 Until 2019 Until 2020 Until 2019 Until 2019 Until 2018
Diocesan Synod	Wendy Barrett	Ex-Officio to July 2018

I am sure you will have noticed that I have used the prayer of humble access in Advent and a little in Lent. Again there are many little liturgical items that we can use to enhance and deepen of worship. I am acutely aware that the choir and James would like to expand the range of the Eucharistic settings, in simple terms the tunes that we sing the Gloria and other parts of the service to. I would like them to be able to do this and I hope we shall this year. In time we will carry on this work.

Reverend John Challis

The activities of the committees and other organisations within the Parish may be found elsewhere in the Annual Report

Objectives and Activities

The primary objective of St Mary's PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the Incumbent, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The main objectives of the PCC are:

- the consideration and discussion of matters concerning the Church of England, or any other matters of religious or public interest;
- making known, and putting into effect, any provision made by the Diocesan Synod, or the Deanery Synod, but without prejudice to the powers of the council on any particular matter;
- giving advice to the Diocesan Synod and the Deanery Synod on any matter referred to the council;
- Raising such matters, as the council consider appropriate, with the Diocesan Synod or Deanery Synod.
- Maintenance of St Mary's Church and St Mary's Centre in Felpham.

In working to achieve these objectives the PCC has supported or initiated the following activities during the year:

- To support the PCC's plan of spreading the mission and outreach of St Mary's Church in making Jesus Christ known in this parish.
- The PCC agreed to follow the guidelines from the Archdeacon and spend at least twenty minutes of each meeting discussing our mission plans.
- A total of £12622.61 was donated to charities. £8515.25 was donated from PCC funds and £4107.36 from the special efforts of members of the congregation.
- Community based events such concerts and Summer and Christmas Fairs encouraged the wider community into the church.
- Baptism families were welcomed to the Christingle and Crib Services and will be welcomed to future family events.
- The PCC is grateful for the efforts of volunteers who are involved at every level in the activities of the church. Hundreds of hours are given in pursuit of the church's objectives.

Achievements and performance

Church Attendance

At the first of January 2018 there were 290 parishioners on the church electoral roll, 82 of whom were not resident within the parish. 1 names was added to the roll during 2017, and 2 were removed either through death or because they moved away from the area. The average weekly attendance in 2017, counted through October, was 176 but this number increased at festivals.

Major Projects for 2018

- St Mary's Church - urgent quinquennial repairs. Address mould on walls in north vestry. Replacement of bell tower l.e.d. lights with halogen lamps. Installation of new sound system.
- Removal of hedges in Churchyard. Creation of new cremation plot areas.
- St Mary's Centre - Installation of windows opposite doors in main hall to aid air flow during the summer. Small hall floor to be stripped and resurfaced and the hall to be decorated. The loft will be cleared as far as possible to give more storage space and a lockable cupboard made for the camera club to store their equipment which will free up one of the large cupboards in the small hall for JAM equipment.

During our time as Churchwardens we have been grateful for the support of our Church family, Incumbent, retired and visiting clergy. We wish your new Churchwardens well and hope they receive the love and support we have experienced.

Dianne Embleton and Margaret Treacy

Arundel and Bognor Deanery Synod Report 2017

There were three regular meetings of Deanery Synod during 2017. At the meetings we have a time of worship, Reports on meetings are given from elected representatives of Diocesan Synod and General Synod. As well as presentations or addresses we discuss finance issues, approve a deanery budget, elect representatives to diocesan synod and have notices of events in various parishes. The meetings are open and members of parishes and PCC's are always invited to come along. Only elected synod members can vote on issues.

In February the meeting was held in St Mary's Church. The speaker was Revd Sandra Tebbutt of the Bible Society. It was a very interesting presentation, Revd Tebbutt gave a brief history of the Bible Society, their work now encompasses over 200 countries including a bookshop in Aleppo which has remained open through serious conflict, work in East Sudan where bibles are issued throughout refugee camps, China where in 1987 the largest printing press in China was opened. Of course in the UK, an event 'feeding the 5000' where 5000 fish sandwiches were handed out. Synod was told many resources are available and Revd Tebbutt had brought some samples for members to see.

In June as it was the first Synod of the triennial new elected members to synod were welcomed. We had elections to Standing Committee and Finance Committee. Dan Jenkins Diocesan Youth Worker and Revd Irene Smale gave presentations on Children and Youth Work. Sadly the projection screen proved difficult to see and Dan Jenkins presentation had to be curtailed.

In November the meeting focussed on finance matters. John Booth Chair of Diocesan Board of Finance and Catherine Dawkins Chief Finance Officer gave a presentation on finance in the diocese. John Booth said this is the leading diocese in the country for the Parish giving Scheme. Last year the books balanced for the first time in 8 years. He spoke about the continuing ways the diocese seek to increase income, mentioning use of glebe land, legacies, a negotiation has achieved a reduction in costs of ecclesiastical insurance. Catherine Dawkins referred to a leaflet that is in the process of being produced that will hopefully effectively ensure that financial information reaches our congregations.

The Diocesan Budget was explained in detail. A leaflet was given to members regarding Parish Resources Website.

John Stirland presented the Deanery Budget for 2018, members agreed the budget.

Wendy Barrett on behalf of Deanery Synod Representatives. Pam Buckland, Jan Penn and Maureen Williams.

Accounting Policies

- The accounts are prepared on an accruals & prepayments policy.
- The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2005 together with applicable accounting standards and the Charities SORP.
- The Financial statements have been prepared under the historical cost convention except for the validation of investment assets, which are shown at market value.

FUNDS

General Fund - represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

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

Restricted funds – money subject to specific conditions imposed by the donor or fundraising events held for particular purposes.

Endowment Funds – money which must be held indefinitely as capital. The income thereon may be used in accordance with the donor's wishes, if stipulated, or the general purposes. Felpham PCC has no endowment funds.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

INCOMING RESOURCES

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

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

Income Tax recoverable on special donations or collections for specific purposes is utilised solely for that purpose.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by the summer and Christmas Fairs and similar events are accounted for gross.

- **OTHER INCOME** – Rental income due from the letting of St Mary's Centre is recognised when the rental is due.
- **INCOME FROM INVESTMENTS** – Interest entitlements are accounted for as they accrue. When received they are apportioned between various funds of the PCC.

RESOURCES USED

Resources expended are accounted for on an accruals basis.

GRANTS

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

- **ACTIVITIES DIRECTLY RELATING TO THE WORK OF THE CHURCH** – The diocesan parish share is accounted for when paid.

Independent Examiner's Report to the Parochial Church Council of St Mary the Virgin, Felpham, Bognor Regis For the Year Ended 31st December, 2017

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary the Virgin, Felpham, Bognor Regis, on the annual report for the year ended 31st December 2017.

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

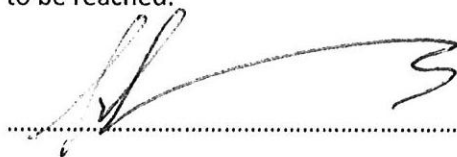
Independent examiner's statement

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

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

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

Examiner's signature



Examiner's name CAPITALS

Mr. Gordon Jacobs

Date

GORDON JACOBS

Relevant professional qualification(s) or body if any

FCCA

Examiner's address

33 Caledon Avenue, Felpham, Bognor Regis, West Sussex PO22 7QZ

Resources Used		Unrestricted	Designated	Restricted	This year	Total	Last year
Cost of generating funds							
2713	Miscellaneous Expenses	301.99	-	-	301.99		346.02
1720	Costs of stewardship campaign & i	275.20	-	-	275.20		105.95
1730	Fund Raising Expenses	2,337.40	-	-	2,337.40		1,745.33
Cost of generating funds Total		2,914.59	-	-	2,914.59		2,197.30
1801	Giving to Charities	8,515.25	-	-	8,515.25		9,181.54
1901	Parish Share	71,615.75	-	-	71,615.75		75,365.00
2050	Rector's Secretary	7,678.75	-	-	7,678.75		5,551.92
2101	Clergy Expenses - Rector	901.65	-	-	901.65		340.27
2111	Clergy Expenses - Other	198.63	-	-	198.63		1,870.83
2130	Rectory - Utility Expenses	3,816.18	-	-	3,816.18		2,912.42
2140	Rectory - Repairs & Redoration	-	-	-	-		2,810.18
2201	Parish training and mission	444.45	-	-	444.45		109.49
2211	Youth Group and Junior Church	151.62	-	-	151.62		407.18
2310	Telephone	495.89	-	-	495.89		624.41
2311	Office Administration	883.58	-	-	883.58		128.18
2312	Stationery	547.19	-	-	547.19		531.50
2313	Computer Equipment	-	-	-	-		-
2314	Computer - Software	130.00	-	-	130.00		219.00
2315	Photocopier/Riso - Maintenance	2,415.22	-	-	2,415.22		2,086.83
2320	Organ/Piano Repairs & Tuning	355.00	-	-	355.00		355.00
2321	Organist	4,390.53	-	-	4,390.53		4,158.08
2322	Music	-	-	515.49	515.49		202.78
2323	RSCM Subscriptions	-	-	101.00	101.00		-
2324	Music Licences	-	-	532.52	532.52		1,140.00
2325	Flowers & Equipment	598.01	-	-	598.01		61.19
2330	Church - Building Repairs	19,534.46	-	-	19,534.46		108.76
2340	Church - Altar	-	-	-	-		-
2350	Church - Expenses	8,374.91	-	-	8,374.91		3,111.75
2355	Churchyard Expenses	11,501.07	-	-	11,501.07		11,818.99
2401	Church - Utilities	1,893.22	-	-	1,893.22		2,320.80
2417	Centre Hire	6,066.00	-	-	6,066.00		6,255.00
2501	Magazine Printing	151.20	-	-	151.20		550.00
2520	Centre - Utilities	-	7,044.20	-	7,044.20		5,503.39
2550	Centre - Insurance	-	1,779.67	-	1,779.67		1,657.16
2560	Centre - Maintenance & Repairs	-	5,260.73	-	5,260.73		7,109.26
2570	Centre - Cleaner	-	3,150.01	-	3,150.01		3,070.42
2571	Centre - Cleaning & Waste	-	3,958.45	-	3,958.45		4,896.61
2572	Centre - Caretaker	-	6,347.08	-	6,347.08		5,607.48
2580	Centre - Capital Purchases	-	-	-	-		-
2701	Church - Major Repairs	-	-	-	-		-
2710	Church - Professional Fees	-	-	-	-		-
2711	Depreciation	2,166.97	-	-	2,166.97		2,783.12
Charitable Activities Totals		152,825.53	27,540.14	1,149.01	181,514.68		165,015.51
Governance Costs							
2601	Bank / Credit card Charges	21.08	-	-	21.08		-
2712	Tax Penalty	-	-	-	-		-
Governance Costs Totals		21.08	-	-	21.08		-
Other resources used							
2714	Bad Debt	-	-	-	-		-
6438	New Organ	-	-	-	-		-
Other resources used Totals		-	-	-	-		-
Resources used Grand Totals		155,761.20	27,540.14	1,149.01	184,450.35		167,212.81

Excess / (deficit) to date	(19,705.80)	-
Z01: Starting Balances	953,536.09	953,536.09
Total Reserves	933,830.29	953,536.09

Rev John Challis
Chairman

since

St Mary the Virgin Church, Felpham

Treasurer's report for the year ended 31 December 2017

The statement of financial activities shows our expenditure has exceeded our income by £17,539 in 2017.

Income

The amount we receive in income is broadly in line with the previous year. The detail shows that freewill giving continues to go down, and it is only the outstanding performance of our investments, and a significant increase in our fundraising that kept our accounts in a reasonably healthy state. The PCC will be addressing two issues, firstly the year on year decline in freewill giving, and the amount of individual contributions which can be subject to gift aid

We again gained more than £14,000 from our investments, and without this contribution our income would look considerably worse.

Expenditure

The major expenditure in 2017 were as follows:

- Parish share at £75,116, was less than 2016 and shown as £71,615 in the accounts, as 5% is treated as charitable giving.
- Charitable contributions from PCC funds were broadly in line with 2016.
- Church building repairs (approx. £19,000) were the essential works to the south wall.
- Significant increase in church expenses was not due to a single item, they consist of repairs to the loop system, new microphones, printed pewsheets and Hymn Books.

A relative of a trustee has been employed and paid. Paul Embleton has been employed by the PCC during the last year.

The production of these accounts is only possible because of the efforts of Maureen Williams and Katie Lowen, who both work extremely hard on our behalf.

I would like to thank our churchwardens Margaret Treacy and Dianne Embleton for their ongoing support. I would also like to thank Gordon Jacobs, our independent examiner.

We must remember that good stewardship means good mission. Whilst our finances are strong the long term trend is for our costs to increase whilst our giving continues to goes down.

David Lowen – PCC Treasurer.

March 2018

St Mary's Church, Felpham

For the period from 01 January 2017 to 31st December 2017

St Mary's Centre

Income	2,017.00	2,016.00
Church Bookings	6,066.00	6,255.00
Rent Received	34,637.50	29,644.50
	<u>40,703.50</u>	<u>35,899.50</u>
 Expenditure		
Utilities	7,044.20	5,503.39
Insurance	1,779.67	1,657.16
Maintenance & Repairs	5,260.73	7,109.26
Cleaner	3,150.01	3,070.42
Cleaning & Waste	3,958.45	4,896.61
Centre Manager	6,347.08	5,607.48
	<u>27,540.14</u>	<u>27,844.32</u>
 Surplus/(Deficit)	<u><u>13,163.36</u></u>	<u><u>8,055.18</u></u>