

St John the Evangelist
Burgess Hill
Registered Charity No. 1165166

Receipts and Payments Summary of Financial Activities

	<i>Unrestricted General Fund</i>	<i>Designated Funds</i>	<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2017</i>	<i>Total All Funds 2016</i>	<i>Notes</i>
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	87,849	1,515	5,106	-	94,470	87,399	16
Charitable activities	-	-	3,733	-	3,733	4,611	
Other trading activities	8,826	24,669		-	33,495	29,271	
Investments	489	-	85	-	574	644	
Other receipts	12,672	-	-	-	12,672	11,180	
Total received	109,835	26,184	8,924	-	144,943	133,106	3
Expenditure on:							
Raising funds	7,080	-	-	-	7,080	3,968	
Charitable activities	-		4,840	-	4,840	5,535	6
Church Running Costs	105,064	9,573			114,637	113,004	
Other payments	5,024	3,914	394	-	9,333	37,151	
Total paid	117,169	13,488	5,234	-	135,890	159,658	5
Reconciliation of funds:							
Net income or (net expenditure)	(7,334)	12,697	3,690	-	9,053	(26,552)	
Transfers between funds	34,956	(36,470)	1,514	-	0	-	
Net movement in funds	27,623	(23,773)	5,204	-	9,053	(26,552)	
Bank accounts at 1 January 2017	(35,236)	46,600	37,916		49,280	75,832	
Bank accounts at 31 December 2017	£(7,613)	£22,827	£43,120	-	£58,333	49,280	

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Statement of Assets and Liabilities

	<i>Unrestricted</i> General Fund	Designated Funds	Restricted Fund/s	Endowed Fund/s	Total All Funds 2017	Total All Funds 2016	Note
	£	£	£	£	£	£	
Assets:							
Bank current account	(7,613)	12,326			4,713	4,791	
CBF Deposit Fund		10,501	43,120		53,621	44,489	
Bank and deposit accounts	£(7,613)	£22,826	£43,120	-	£58,333	£49,280	
	-	-	-	-	-	-	
Gift Aid recoverable	7,270	-	1,250	-	8,520	13,842	11
Debtors	£7,270	-	£1,250	-	£8,520	£13,842	
371 CBF Investment Fund shares				4,576	4,576	4,576	8
533 CBF Investment Fund shares		-		6,574	6,574	6,574	9
Investment assets at market value	-	-	-	£11,151	£11,151	£11,151	
	-	-	-	-	-	-	
Investment assets at cost	-	-	-	-	-	-	
		-	-	-	-	-	
Total assets	£(343)	£22,826	£44,370	£11,151	£78,004	£74,273	
Liabilities:							
Electricity used since last billed (est'd)			-	-	-	-	
Gas used since last billed (est'd)		-	-	-	-	-	
Total liabilities	-	-	-	-	-	-	

This Financial Report for the year ended 31st December 2017, including the notes following, was

Approved by the PCC and signed on its behalf by

The Revd. Kevin O'Brien, PCC Chairman:

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Date

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Notes to the Annual Financial Report

- 1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- 2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Analysis of total received:		Unrestricted		Restricted	Endowed	Total	Total	Notes
		General Fund	Designated Funds	Fund/s	Fund/s	All Funds 2017	All Funds 2016	
		£	£	£	£	£	£	
Planned giving (excl. tax refunds)		61,855	-	-	-	61,855	51,097	
Planned giving (no tax refunds)		1,260	-	-	-	1,260	3,711	
Loose cash collections		10,935	515	80	-	11,530	9,288	
Special appeals		0	0	26	0	26	320	
Gift Aid recovered		13,799	-	-	-	13,799	6,934	
Legacies		0	1,000	5,000	-	6,000	-	4
Grants		0	0	0	-	-	16,050	
Donations and legacies		£87,849	£1,515	£5,106	-	£94,470	£87,399	
Charitable Activities		0	0	3,733	0	3,733	4,611	
Sales of the parish magazine		768	-	-	-	768	658	
Church Hall		0	24,669	0	0	24,669	19,920	
Magazine advertisement fees		775	-	-	-	775	765	
Concerts		7,283	0	0	0	7,283	7,929	
Trading activities		£8,826	£24,669	-	-	£33,495	£33,883	
Bank & CBF deposit interest		1	-	-	-	1	4	
CBF investment fund dividend		488	-	85	-	573	641	
Investments		£489	-	£85	-	£574	£644	
Fees for weddings & funerals		2,584	-	-	-	2,584	2,055	
Other receipts		10,088	-	-	-	10,088	9,125	
Total received on all funds		£109,835	£26,184	£8,924	-	£144,943	£133,106	

- 4 A Legacy was received from the estate of Mrs D Head for General Funds and £5,000 from Mrs C Getliffe for the Organ Fund

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Notes to the Annual Financial Report

5 Analysis of total paid:

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>			<i>All Funds</i>	<i>All Funds</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>2017</i>	<i>2016</i>	
	£	£	£	£	£	£	
<i>Summer fete expenses</i>					-	-	
<i>Concert posters & musicians expenses</i>	4,453	-			4,453	1,928	
<i>Other appeals expenses</i>	2,627		-		2,627	2,040	
Raising funds	£7,080	-	-	-	£7,080	£3,968	
<i>Charitable grants and donations</i>	-	-	3,530		3,530	5,535	6
<i>Parish share to Chichester Diocese</i>	70,431				70,431	71,293	7
<i>Salaries and honoraria incl NI</i>	6,600	9,126			15,726	14,049	
<i>Clergy and other people's expenses</i>	3,615				3,615	3,369	
<i>Mission & evangelism costs</i>	-	-	1,310		1,310	965	
<i>Sunday school/Youth work</i>	-	447	-		447	715	
<i>Water, Gas, Electricity, and Oil</i>	5,930				5,930	7,514	
<i>Printing & photocopying</i>	1,340				1,340	2,513	
<i>Other regular church running costs</i>	16,748		-		16,748	12,186	
<i>Accounting and Examiner's fees</i>	400				400	400	
					-		
Church Running Costs	£105,064	£9,573	£1,310	-	£115,947	£113,004	
<i>Church hall caretaking & cleaning</i>	-	-	-		-	-	
<i>Magazine printing</i>	2,059				2,059	1,587	
<i>Other trading costs</i>	-	3,909			3,909	3,040	
<i>Church maintenance & redecoration</i>	2,159				2,159	12,387	
<i>Minor Equipment</i>	806		394		1,200	1,783	
<i>Hall maintenance & redecoration</i>	-	5	-		5	18,353	
<i>New building work</i>	-	-	-		-	-	
Other payments	£5,024	£3,914	£394	-	£9,333	£37,151	
Total paid on all funds	£117,169	£13,488	£5,234	-	£135,890	£159,658	-

6 Charitable grants and donations included £302 to the Toybox, £302 for the Brighton Night Shelter, £333 for Family Support Work in Sussex, £1059 for Brighton Voices in Exile and £628 for the Grenfell Tower Fund

7 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs.

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Notes to the Annual Financial Report

8 The Crunden Trust consists of endowment capital, held as CBF investment shares and shown at current market value.

9 The Church Charity Trust consists of endowment capital, held as CBF investment shares and shown at current market value

10 The Restricted funds represent accumulated donations and appeals for the major renewal of the organ and charitable donations

11 Gift Aid is recoverable on donations received up to year end, since the last claim was submitted in August, covering donations to 5th April 2014.

12 a) Payments to PCC employees were as follows:

	2017	2016
	£	£
Gross pay	15,726	14,049
National Insurance	-	-
	£15,726	£14,049

b) No payments were made to PCC members in the year other than for reimbursement of expenses incurred on behalf of the PCC.

6 members received reimbursement for minor maintenance, entertainment expenses for the concerts, youth group outings and clergy travelling, postage and telephone expenses in total to £7,965.

13 There were no transactions with persons related to PCC members:

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Notes to the Annual Financial Report

14 Statement of funds	Balances b/fwd 1 Jan 2016	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2016
	£	£	£	£	£
Endowed Fund					
Church Charity	4,576	-	-		4,576
The Crunden Church Charity	6,574	-	-		6,574
	11,151	-	-	-	11,151
Restricted Funds					
Charity Fund	2,661	3,733	(4,840)	1,514	3,068
Bells Fund	1,604	80	(394)		1,290
Organ Fund	33,651	5,111	-		38,762
	37,916	8,924	(5,234)	1,514	43,120
Unrestricted Funds					
General fund	(35,236)	109,835	(117,169)	34,956	(7,613)
Renewals & Legacies Fund	17,255	1,000		(17,255)	1,000
Hall Fund	18,563	24,669	(13,040)	(19,215)	10,977
Childrens Church	736	515	(447)		804
Organ Fund	10,045	-	-		10,045
	11,364	136,019	(130,656)	(1,514)	15,213
Total funds	£60,431	£144,943	£(135,890)	-	£69,484

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15 The restricted funds comprise the Charity Fund which holds funds raised specifically for charitable giving, the Bells Fund is for the maintenance of the Church Bells and Handbells, and the Organ Fund which is for the major repairs required in the next few years. The Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

16 The unrestricted funds includes a designated sum £10,000 which has PCC has set aside towards the repairs to the organ, plus the Hall Fund including the Spire Cafe plus funds set aside for the children's church. Legacies are also designated for major repair work unless otherwise specified.

The Independent Examiner's Report

The Independent examiner's report to the PCC of St John the Evangelist, Burgess Hill

I report on the accounts of the PCC for the year ended 31 December 2017, which are set out on pages to .

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 (*'the 2011 Act'*) do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2013 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 accounts 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 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulationshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed.....

Date.....30/03/2018.....

Mrs H Preece

Professional Qualification: CIMA (Associate)

Address: 173 Orchard Road, Burgess Hill, West Sussex, RH15 9PJ

St John the Evangelist, Burgess Hill

Trustees Annual Report for 2017

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Kevin O'Brien in:

1 The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England.

2 Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.

3 To know Jesus better and make Him better known.

4 Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay.

5 Providing financial support those in need and, to other organisations with similar objectives.

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.

For 2017 we discussed and planned the following objectives and activities to fulfil our aims

:

- 1 Enabling as many people as possible to worship at our church
- 2 Enabling as many people as possible to become part of our parish community
- 3 Teaching, baptising and nurturing new and existing believers
- 4 Maintaining an overview of worship throughout the parish
- 5 Considering how services can involve the many groups that live within the parish
- 6 Putting faith into practice, through prayer and scripture, music and sacrament
- 7 Offering worship and prayer, learning about the Gospel, in small group situations
- 8 Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- 9 Provision of pastoral care for people living in the parish
- 10 Providing assistance to the poor and needy of the parish
- 11 Giving grants to missionary organisations
- 12 Reaching out to the un-churched through provision of the Spire Cafe by offering wholesome meals at reasonable prices.

12 Maintaining the fabric of the church building as a historic centre and focus of life in the town centre.

What we achieved and how we affected beneficiaries' lives

Attendance at worship by being an Inclusive Church.

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church.

We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

The average regular Sunday attendance, counted during October was 113 adults and 17 children, with the number increasing on Harvest Sunday and at the regular first Sunday service which is the family service. Good Friday saw an increase in children coming to the junior stations of the cross and then on Easter Sunday the attendance was 236. Over the course of the year we have seen a steady rise in service attendance and it has been a great encouragement to welcome new families to St. John's.

We look to encourage the deepening of faith for all ages, and alongside our services there is a programme for young people from crèche through to teenagers to join in with.

Christmas is a very special time of celebration where many sections of the community come together to join in the services. Our attendance at Christmas services was 863 which included an Advent Carol service, 9 lessons and carols and our Nativity service on Christmas Eve, as well as Midnight Mass and Christmas Day. We continued our emphasis upon the family and the children's ministry. The Youth Group is well attended, meeting every couple of months for a social as well as regular alternating Sunday morning sessions. They also had a successful summer camp which was the best attended for many years.

A greater number of the church family have been involved in leading various aspects of worship, lending great encouragement to those involved, as well as the whole congregation. We continue to seek to extend the opportunities for the exercise of ministry and gifts within the life of our community. In July over 20 from the parish went on a weekend pilgrimage to Walsingham, led by our Parish Deacon, some had never been before, but have already signed up to go next year. The benefits were twofold; firstly to experience the true meaning of a pilgrimage and to share in all the different types of services that were on offer and then secondly to meet members from different congregations at meal times and in the beautiful gardens where they could share their own experiences.

Evangelism and outreach

The local primary and secondary school hold their annual Christmas school assemblies at St John's when parents and other family members are encouraged to attend, which results in standing room only. We also have several visits throughout the year from schools and beaver and boys brigade packs who are doing various religious activities at school or at other groups.

We hold Lent and Advent courses where people can explore the Christian faith as well as first communion and confirmation courses.

Provision of the church building for people to enjoy

We celebrated 14 baptisms, 5 weddings and 1 wedding blessing as well as 8 funerals in our church, 11 at the crematorium and 2 burial of ashes during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The main focus this year has been to explore ways in which the church building can be used for events in addition to services

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. We have 3 midweek services but the church is open from about 8.30 till 2.00 on Tuesday, Wednesday and Thursday when people going into town often pop in to light a candle and have a few minutes peace and quiet.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades. Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

We also hold regular concerts in church, many of the attendees are non- church going members of the local community, who often then start attending services as they comment how welcoming the people of St John's are.

Provision of pastoral care for people living in the parish

The Pastoral Care Team, chaired by Lynn Davison, is responsible for hospital visits and home visiting. Home communions are arranged as required and some of the local nursing homes also receive visits.

Provision of tangible support to the poor and needy

The Food Bank operates out of St John's every Tuesday and Thursday from 11.00 till 1.00, there are also meetings of the Stroke Club and Dementia Club on alternating Mondays, the Spire café is used as a venue for a drop in centre when a trained support worker is available on Tuesday afternoons, there is a cook & eat course for those with learning difficulties each Wednesday afternoon, on Thursday mornings there is an IT drop in for people who are having problems with laptops and mobile phones and then on Thursday afternoon and Friday morning there is a toddler group. The church donates the produce and other gifts at Harvest, to the Family Support Work, and each quarter we have appeals for local, national and international charities as well as special appeals for major disaster funding.

Other charitable giving

During the year, the church family has supported many mission and charitable societies, amounting to £4,745, including the Mission to Seafarers, Brighton Churches Homeless mission, Chichester Diocesan Family Support Work, the Children's Society, Sapphire Stroke Club, Toy Box, Brighton Voices in Exile, Mothers

Union, St Peter and St Paul Hospice, Grenfell Tower appeal, Chailey Heritage and RBL Poppy appeal.
Free Space in the café is given to Burgess Hill Food Bank, MSOPC IT drop in

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds received were £109,835, designated funds were £26,184 and restricted funds of £8,924 and are all detailed in the Financial Report.

The planned giving through PGS, envelopes and banker's orders increased by £1.374 and it was good to receive the Gift Aid through the PGS as this comes in monthly which is good as far as cash flow is concerned.

Our total voluntary income including tax recovered, but excluding legacies increased by £17,493. This figure includes Gift Aid which was received from previous years donations.

The PCC was grateful for various smaller donations to the Organ Appeal amounting in total to £5,111.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £70,341 paid to the diocese for our share of all churches' Parish Ministry Costs and church insurance incurred by the diocese. This amount covers the housing, stipend and pension costs of the clergy, the church insurance and, also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. This year the contribution from St John's reduced by £863 due to a slight refund from the deanery.

We are pleased to report that St John's was again able this year to pay its' full Parish Share. It is also important to note that approximately 80% of the total paid relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC pays for a part time parish administrator, a part time cleaner, an organist and the Spire Café Chef who cooks wholesome reasonably priced food for the local community who help support the church by their use of the café.

Trustee payments and expenses

The PCC also supported the clergy by paying Council Tax of £2,717, Water and environmental charges amounting to £1,033 for the Vicarage plus other annual costs towards travel, hospitality, telephone, postage and broadband amounting to a little over £1,950

There were no payments to persons related to or connected to the trustees.

Office costs

There were no major costs related to running the parish office during 2017, only consumables such as paper and ink.

Repairs to the fabric of the church building

The condition of the narthex roof continues to be a cause for concern and a detailed report on its condition will be prepared by the architect at the next quinquennial inspection in November 2018. It is anticipated that, although routine repairs have been carried out regularly, there will be a need for major renewal, of some failed stonework.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £6,304 this year did not achieve this, although we still expect to have sufficient cash flow to continue to pay bills when they fall due.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, equates to £3,745 returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for expenditure is identified.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission registration no 1165166 as required by the Charities Act 2011.

Its governing document is the Parochial Church Councils (Powers) Measure 1956.

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

Ex Officio members Incumbent: The Revd Kevin O'Brien, Chairman

Parish Deacon from July 2017 The Revd Stephen MacCarthy

Reader: Mrs Linda Blaker

Wardens: Mr Colin Squires

Mrs Mandy Thomas-Atkin also PCC Secretary

Elected Members

Mr Chris Bowers

Mr John Carter

Mr Luke Corkill

Ms Sam Hindess

Mrs Kate Rhodes

Mrs Sheila Preston

Mr Doug Stewart

Mr Graham Todd

Ms Gillian Wardell

Deanery Synod representatives
Mr Roy Horn also Vice Chairman
Mrs Clair Elliot
Mrs Theresa Corkill from the APCM
Mr Geoffrey Burton Co-opted member Treasurer

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 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Kevin O'Brien PCC Chairman at the APCM 15th April 2018

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Date.....

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