

# The Parochial Church Council of the Ecclesiastical Parish of St Philip and St Jacob, Bristol.

**THE CHURCH of  
St. Philip & St. Jacob with Emmanuel  
Tower Hill, Old Market, Bristol, BS2 0ET**

**Registered Charity Number  
1132006**

**ANNUAL REPORT and FINANCIAL STATEMENTS  
of the  
PAROCHIAL CHURCH COUNCIL  
for the year ended 31<sup>st</sup> December 2018**

**Vicar**  
Revd. Tim Silk

**Bank**  
CAF Bank Ltd, 25 Kings Hill Avenue  
West Malling  
Kent ME19 4JQ

**Independent Examiner**  
Ed Marsh FCA DChA  
Burton Sweet Chartered Accountants  
The Clock Tower, 5 Farleigh Court,  
Old Weston Rd, Flax Bourton,  
Bristol, BS48 1UR

The Parochial Church Council are the trustees registered with the Charity Commission. There are a number of associated small trusts which are also registered. The trustees for these are the Vicar and Church Wardens. This report has been prepared chiefly by the Incumbent. Any omissions or errors are entirely accidental. The purpose of this report is to reflect something of how we have used the site, building and furnishings to the Glory of God. A fuller picture of St Philip and St Jacob Church's life together is seen in our relationships, our gatherings and our publications on and off line.

Trustees Annual Report  
The Parochial Church Council of the Ecclesiastical Parish of St Philip and  
St Jacob, Bristol  
Year Ended 31<sup>st</sup> December 2018

**The Parochial Church Council during 2018**

|                |  |
|----------------|--|
| Chairman       | Revd. Tim Silk   |
| Church Wardens | William Topping (resigned March 2018)<br>Joshua Gilbert (resigned March 2018)<br>Timothy Browne (appointed March 2018)<br>Wendy Watson (appointed March 2018)  |
| Deanery Synod  | William Topping (appointed March 2018)<br>Richard Wait<br>Meryl Widdecombe   |
| PCC elected    | Jacky Brown (appointed March 2018), Mark Butt (appointed March 2018),<br>Judith Pratt, Charlie Gauntlett , Ellen Haggan (appointed March 2018), Sue<br>Evans, Jeroen Bromilow, Christopher Dias, Katie Mobbs, Richard Wait, Meryl<br>Widdecombe, William Topping (appointed March 2018). |
| PCC co-opted   | Naomi Warbutton (PCC Secretary)  |
| Treasurer      | Mark Butt  |

**Objects and Main Activities**

The main purpose of the work of the PCC is promoting in the parish the whole mission of the church; to help the people of Bristol to follow Jesus. When planning our activities for the year, the Incumbent and the PCC have considered the Commission's guidance on public benefit for charities in the advancement of religion. Our work seeks to enable people to live out their faith as part of the church community through:

- Regular Public Worship.
- Sermons, Courses and Connect groups.
- The provision of children and youth clubs with a Christian ethos.
- Providing buildings, facilities and Open space for community events.
- Pastoral Work.
- Supporting other organisations and charities through making grants.

## **Structure**

The council meets regularly to discuss matters arising in the parish including: finance, mission, and site.

The standing committee, a legal requirement, was made up of the Incumbent, Church Wardens, Lay Chair of the PCC, and Treasurer it has the power to transact the business of the Council between meetings.

There is one full-time employee and two part-time employees of the Parochial Church Council who report directly to the vicar:

1. Operations Manager: with a job description that includes delegation of responsibility for site management and development, personnel management, health and safety, finance, and communications.
2. Church Administrator: with a job description that includes communications, finance, site, people and ecclesiastical administration, safeguarding and rota management.
3. Ministry Team Leader: with a job description that includes co-ordinating Encounter Nights and overseeing ministry teams including Connect groups, Sunday Club, youth and prayer teams.

The staff team – comprising the Vicar, Operations Manager, Church Administrator and Ministry Team Leader – work together to pursue a vision endorsed by the PCC according to the job descriptions agreed by the PCC.

## **Recruitment of Trustees**

The method of appointment of PCC members is set out in the Church Representation Rules (2017). The membership of the PCC consists of the Incumbent, churchwardens, and members elected by the electoral roll of the church. In addition to this, the elected members of Deanery Synod members are ex-officio.

## **Main Areas of Responsibility**

The Council has primary responsibility to govern the financial affairs of the church and to ensure compliance with best practice regarding safeguarding. It is responsible for the care and regeneration of the site, building and its goods and ornaments. It is expected to cooperate with the Vicar in promoting the whole mission of Jesus' church in the parish and to consult jointly with the Vicar on matters of general concern and importance within the parish.

## **Public Benefit Statement**

St Philip and St Jacob Church contributes a great deal to the city centre community and to God's mission more widely. The review below outlines some of the activities undertaken by the PCC throughout 2018 in order to encounter Jesus, redeem life and love the city. The church is situated in the centre of a busy and thriving city and serves a wide variety of people. The church building is an important local resource and is used by various groups outside of the church. We support other churches in the Bristol diocese and particular organisations worldwide in the pursuit of Christian mission. The trustees have complied with their legal duty under the Charities Act 2011 to have regard to the Public Benefit guidance published by the Charity Commission.

### **What are some of the areas that the PCC has focussed on this past year?**

One of the major areas of work commissioned by the PCC this year has been our new branding: who we were, who we are, and who we aspire to be in our community and beyond. In October 2017 we re-assessed our vision and values, and throughout the start of 2018 we encouraged our members to press into what living a life with these values and vision looks like.

Along with our new vision and values, and the fresh way we have church meetings following the development of the interior of our building, how we present ourselves to the city has also evolved. In light of this, we found that the congregation's nickname 'Pip n Jay' was not in keeping with who we are. In discussion with the PCC, the Leadership Team came to rename our congregation 'Central'. A church centred on Jesus, in the centre of our city.

#### *Encountering Jesus*

We have continued to encounter Jesus through our Encounter Nights, held twice a month. Over the past year there has been a consistent attendance at this gathering, and we have enjoyed many beautiful moments of personal and corporate breakthrough as we worshiped and ministered together. We are continuing to grow a culture of the prophetic and of sharing testimonies of what Jesus has done in our lives. As we look forward to the coming year, we want to grow a culture where Encounter Night is 'led' by everyone in attendance, facilitated by the leader and worship leader, as each of us hears God's voice. We have seen some breakthrough in this area with people sharing prophetic words from the front and with each other. Encounter Equip was a teaching series we ran as part of Encounter Night over four months. We covered four topics: pursuing passion through intimacy, praying from power, healing the sick and growing the prophetic. These meetings were well attended and taught by Jessie Carter, Tim Silk and Jessie Wilde. The goal was to provide an interactive, workshop-style teaching series that would further equip us in ministry.

Our Sunday morning gatherings welcome families from across the city to worship Jesus together. One of the highlights from our gatherings has been the number of children choosing to join in sung worship with the use of flags and shakers and the freedom to dance in the refurbished space. Sunday Club has continued to partner with parents, with the focus on Psalm 78 v 4: "to tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done." The team of volunteers pray for and speak words of life over the children each week and encourage children to encounter Jesus in a real, age appropriate way. This is achieved through acting out Bible stories, playing games, exploring craft activities and encouraging everyone to pray. Recently, the older group has explored healing, and parents have been encouraged by their children praying for each other.

Each year we aim to have a weekend away or at home to build community, encourage one another through prophetic words, reading Scripture and praying for each other. In February our Connect Groups were invited on a weekend away. This provided a fantastic opportunity for many who were relatively new to the church to build connections with other members in a relaxed environment focused on encountering Jesus.

In July a group of around 30 members of the church attended Naturally Supernatural: a summer festival seeking to equip the church in supernatural ministry. Each day, delegates enjoyed times of extended worship, contemporary Bible talks and topical seminars. Over the course of the week the group was drawn together as we grew in our faith to see the supernatural and miraculous normalised. Many disciples and prayed for one another, with one member of the group receiving a

supernatural healing. The uninterrupted extended time together was key in helping us to realise that we truly are Jesus' family and gave us an insight into how we might live this out each day.

### *Redeeming Life*

Our Prophetic Prayer team has offered individual sessions for a variety of people from our community, from unborn babies and young children to parents, working people and those who are retired. The team listens to God for encouraging words on how he originally designed us – our gifts, characteristics and callings. The team of volunteers has developed in working as a team and learning to recognise the creative ways God speaks to us. We also experienced some powerful freedom prayer times, during which strongholds that have impeded us enjoying the freedom of our identity in Christ have been broken. In partnership with other churches across Bristol, we carried out the Living Free course. Those who went on the course experienced invaluable teaching on the prophetic, strongholds, and freedom prayer. Due to the high level of demand for this teaching, we plan to run the course again in 2019.

Connect Groups have also grown and developed over the course of the year. New groups have established deep roots and grown strong and loving communities. Out of these Connect Groups, Core Groups have also spread organically as people 'get to the heart of the matter' through being accountable to one another in small groups.

### *Loving the City*

Many of our members are involved with various charities and organisations across the city. In autumn we launched Central Talks. Designed for those working within the city centre business community, whether from a background of faith or none at all, this series of lunchtime talks is to help people, as Albert Einstein put it, to "never lose a holy curiosity". Each talk is based on a short scripture exploring how the Bible relates to contemporary working life. It raises issues that affect all of us in the workplace: such as power, integrity, pride, success, the unexpected, promotion, wellbeing, problem solving and mental health.

During the lead up to Christmas, we reached out to the city by sharing our stories. A talented film producer in our church produced 25 sixty-second testimonies of how God had come close to people in our church family, with the hope that these would inspire others to know God. A new video was released every day from 1-25 December on the Central website and social media channels as our gift to the city. Engagement with the project from within the church family was high, and the films did well on social media, with most films receiving 500 - 1000 views; this has also raised our profile on these platforms. This has continued to grow with a volunteer giving time to manage these social media channels, releasing posts each week that are to encourage and build people up or invite people to our gatherings.

Over the 2018 Christmas season the church also held six special events, which were attended by over 700 people. The Christingle, Nativity, Central Christmas Carol and Thursday Traditional Carols aimed to create a warm and inviting atmosphere where guests could explore the true meaning of Christmas. In addition, we held a Christmas-themed Central Talk for people who work in the local area and a carol service for two local law firms, with the majority of the 200 guests not professing Christian faith. The new church layout allowed us to be creative in how we used the space for Christmas, which was a huge success. A Central Christmas Carol was the highlight of the season, where guests sat around tables to enjoy refreshments, entertainment, singing carols and a

contemporary talk about Jesus. Following these Christmas events, two people have started coming to other events to explore the Christian faith further.

Another way in which we have reached out to our local neighbourhood was through our volunteer ministry intern. Our intern made connections with the local primary school: putting on school assemblies, building connections by attending the weekly homework club, volunteering in the classroom, leading drama classes, and hosting a two-day summer camp. This latter was a great success with a number of children from a variety of backgrounds engaging in activities from drama to wide games. 'Discover Narnia' was held on our site and had fantastic feedback, both from the school and from parents enquiring about youth groups.

#### *Release Project – Site Development*

Our release project is an ambitious plan that aims to see our Grade II\* listed building fully restored and maintained to reach its full potential in our fast-moving and ever-developing city. This was a significant year for the project as the PCC was awarded multiple grants to finance a large-scale re-roofing project. The work involved the re-covering of the north and south aisles in terne-coated stainless steel; the re-slating of the chancel and Kemy's aisle; and significant associated timber and masonry repairs. This work was a significant first step in securing the building for the next generation. Work began in April and is due to be completed early in 2019.

In addition to the roofing project, and after a challenging journey to receive the required permissions, the PCC obtained a Faculty to remove the wooden pine pews and lay a new suspended wooden floor over the existing fabric. This work was carried out predominantly by church staff and volunteers during the summer months and was completed at the end of September. This development has revolutionised the way the church is used. It has not only released the church to discover new ways to worship and use the space, but it has already started to become a great asset for the local community and businesses.

These are the first, yet significant steps in realising the building's full potential and we hope to carry the momentum through 2019. We hope to significantly increase the use of the church by community groups, businesses and charities. The revenue will be put back into resourcing further release projects so that the building can become a key asset in helping to achieve our charitable aims.

Over the course of the year, the building has maintained its income from room bookings from the previous year, while the church is used throughout the week by our members for Encounter Nights, Connect Groups, Sunday Clubs, youth groups, as well as the weekly Sunday Celebrations at 10.30am and 6.30pm.

At the end of 2018, the Leadership Team was granted permission from the PCC to consult the wider church about combining our Sunday Celebrations into one morning Celebration. Over the course of the year, the church saw a large move in current members from the evening to the morning, with few attending both services. Many of our members who choose to attend the evening celebration on a Sunday also attend Encounter Nights, and were willing to attend Sunday morning celebrations. This change will help in resourcing Encounter Nights and Sunday morning celebrations effectively without stretching our current volunteers.

We are motivated to pursue these endeavours because we know that the fullness of life is found in Jesus, and we understand our mission is to help the people of Bristol to follow him.

### **Financial Review**

The major focus of expenditure throughout 2018 was two major building projects: roof repairs and nave floor replacement. The PCC's contribution to the roof project was £20,326, while grant funding was received from Heritage Lottery Fund (£207,900), the Listed Places of Worship Grant Fund (£10,689), Allchurches Trust (£6,500) and National Churches Trust (£20,000). The extra grant funding beyond that provided by the HLF, together with careful project management, ensured that everything stayed within budget despite the fairly substantial additional works that were required following the discovery of death watch beetle in the roof timbers.

The floor replacement was fully funded by the PCC (£22,671), while a further investment of £13,896 was made in acquiring new chairs to replace the pews. A significant saving was made by carrying out all labour on the new floor 'in house', spearheaded by the operations manager, along with a large number of volunteers.

Funding for these much-needed projects had been designated well in advance by the PCC using surpluses and restricted donations acquired in previous years. This demonstrates what can be achieved when a clear strategy is set for the site, enabling funds for major renovations to be identified and utilised without impacting other areas of activity.

We had anticipated that Bouygues would start using the churchyard for their ambulance station site offices during the year. This would have increased the PCC's income quite significantly. However, delays to the development mean that this is likely to start in summer 2019 instead.

It was extremely encouraging to see the church's response to a request for the additional funds required to employ a part-time ministry team leader. This role had been identified as an important factor in helping to implement the new vision, as we began a new season of ministry in our revamped building. However, it would only be possible if the monthly giving income increased by £1,600. The increase in regular giving from members of the church in response to this need - and associated gift aid - totalled £1,650. The Ministry Team Leader was appointed in August.

The PCC proposes to maintain the charity's reserves at a level which is at least equivalent to one month's operational expenditure plus two further months of staffing expenditure. In addition, a regular sum will be designated each month towards the Asset Fund, which can then be used to finance the replacement of major items of equipment, as required.

The target for general reserves based on current staffing levels is £20,000. Free reserves total at the year end was £9,626, which is below the total required by the policy. The Asset Fund total at year end was £14,065. The PCC has budgeted to set aside additional funds to increase general reserves to that level within its agreed 2019 budget.

### **Electoral Roll Report**

The Electoral Roll of St Philip and St Jacob with Emmanuel now stands at 139. 18 entries have been removed from the Roll and 17 entries added. The numbers in previous years were reported to be 208 in 2013; 207 in 2014; 158 in 2015; 155 in 2016; 140 in 2017.

**Statement of Trustees' Responsibilities**  
**The Parochial Church Council of the Ecclesiastical Parish of St Philip and**  
**St Jacob, Bristol**  
Year Ended 31<sup>st</sup> December 2018

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed by one or two trustees  
on behalf of all the trustees

Date of  
approval

Mark Butt (treasurer and  
trustee)

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Tim Silk (vicar and trustee)



Independent Examiner's Report  
The Parochial Church Council of the Ecclesiastical Parish of St Philip and  
St Jacob, Bristol  
Year Ended 31<sup>st</sup> December 2018

**Independent examiner's report to the trustees of PCC of the Ecclesiastical Parish of St Philip & St Jacob**

I report to the trustees on my examination of the accounts of the PCC of the Ecclesiastical Parish of St Philip & St Jacob (the Charity) for the year ended 31<sup>st</sup> December 2018.

**Responsibilities and basis of report**

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

**Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Ed Marsh FCA DChA  
Burton Sweet Chartered Accountants  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Date:.....

**PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JACOB, BRISTOL**  
**Charity Commission Registration Number 1132006**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ending 31 December 2018**

|                                    |             |                           | <b>TOTAL FUNDS</b>      |                         |
|------------------------------------|-------------|---------------------------|-------------------------|-------------------------|
|                                    |             | <b>Unrestricted funds</b> | <b>Restricted funds</b> |                         |
|                                    | <b>Note</b> | <b>£</b>                  | <b>£</b>                | <b>2018</b><br><b>£</b> |
|                                    |             |                           |                         | <b>2017</b><br><b>£</b> |
| <b>INCOME FROM:</b>                |             |                           |                         |                         |
| Donations and legacies             | 2a          | 180,398                   | 19,503                  | <b>199,901</b>          |
| Other trading activities           | 2b          | 34,336                    | -                       | <b>34,336</b>           |
| Investments                        | 2c          | -                         | 673                     | <b>673</b>              |
| Charitable activities              | 2d          | 5,842                     | 247,630                 | <b>253,472</b>          |
| <b>TOTAL INCOME</b>                |             | <b>220,576</b>            | <b>267,806</b>          | <b>488,382</b>          |
| <b>EXPENDITURE ON:</b>             |             |                           |                         |                         |
| <u>Charitable activities</u>       |             |                           |                         |                         |
| Grants                             | 3a          | 22,256                    | 6,563                   | <b>28,819</b>           |
| Direct activities                  | 3b          | 229,551                   | 244,215                 | <b>473,766</b>          |
| <b>TOTAL EXPENDITURE</b>           |             | <b>251,807</b>            | <b>250,778</b>          | <b>502,585</b>          |
| Gains/(losses) on investments      |             | -                         | (283)                   | <b>(283)</b>            |
| <b>NET INCOME/(EXPENDITURE)</b>    |             | <b>(31,231)</b>           | <b>16,745</b>           | <b>(14,486)</b>         |
| Transfers between funds            |             | -                         | -                       | -                       |
| <b>NET MOVEMENT IN FUNDS</b>       |             | <b>(31,231)</b>           | <b>16,745</b>           | <b>(14,486)</b>         |
| Total funds brought forward        |             | 62,896                    | 27,293                  | <b>90,189</b>           |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | 5           | <b>31,665</b>             | <b>44,038</b>           | <b>75,703</b>           |

See Note 10 for fund-accounting comparative figures

**PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JACOB, BRISTOL**  
**Charity Commission Registration Number 1132006**

**BALANCE SHEET AT 31 DECEMBER 2018**

|                                     |      | 2018          |                 | 2017          |                 |
|-------------------------------------|------|---------------|-----------------|---------------|-----------------|
|                                     | Note | £             | £               | £             | £               |
| <b>FIXED ASSETS</b>                 |      |               |                 |               |                 |
| Tangible assets                     | 6a   | 6,734         |                 | 8,978         |                 |
| Investments                         | 6b   | 18,620        |                 | 18,903        |                 |
|                                     |      |               | <u>25,354</u>   |               | <u>27,881</u>   |
| <b>CURRENT ASSETS</b>               |      |               |                 |               |                 |
| Debtors - Gift Aid reclaimable      | 7    | 2,265         |                 | 2,554         |                 |
| Prepayments                         | 7    | -             |                 | 280           |                 |
| CBF deposits                        |      | 9,089         |                 | 9,044         |                 |
| Cash at bank and in hand            |      | <u>59,149</u> | <u>70,503</u>   | <u>74,992</u> | <u>86,870</u>   |
| <b>LIABILITIES</b>                  |      |               |                 |               |                 |
| Amounts falling due within one year | 8    |               | <u>(20,154)</u> |               | <u>(24,562)</u> |
| Net current assets/(liabilities)    |      |               | <u>50,349</u>   |               | <u>62,308</u>   |
| <b>NET ASSETS</b>                   |      |               |                 |               |                 |
|                                     |      |               | <u>75,703</u>   |               | <u>90,189</u>   |
| <b>FUNDS</b>                        |      |               |                 |               |                 |
| Unrestricted funds                  | 9    |               | <u>31,665</u>   |               | <u>62,896</u>   |
| Restricted funds                    | 9    |               | <u>44,038</u>   |               | <u>27,293</u>   |
| <b>Total funds</b>                  |      |               | <u>75,703</u>   |               | <u>90,189</u>   |

Signed by one or two trustees on  
behalf of all the trustees

Date of  
approval

Mark Butt (treasurer and trustee)

Tim Silk (vicar and trustee)

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**PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JACOB, BRISTOL**  
**Charity Commission Registration Number 1132006**

**NOTES TO THE ACCOUNTS**  
**For the year ending 31 December 2018**

**1 ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the financial reporting standard FRS 102 and the Charities SORP FRS102. The financial statements have been prepared under the historical cost convention.

The Charity meets the definition of a public benefit entity under FRS 102.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern as there are no significant or longer term liabilities; and the entity has significant net assets and reserves

**Funds**

General funds 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. Funds designated for a particular purpose by the PCC are also unrestricted. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. 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 nor those that are informal gatherings of Church members.

**Income**

*Donations and legacies*

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

Planned giving receivable under covenant is recognised only when received.

Income tax recoverable on gift aid donations is claimed when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

*Other trading income*

Rental income from the letting of church premises is recognised when the rental is due.

*Income from investments*

Interest is accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

*Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on the valuation of investments at 31 December.

**Expenditure**

*Grants*

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

*Direct activities*

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is not a legal liability and is not provided for in these accounts and is not shown as a liability in the Balance Sheet.

**Fixed Assets**

*Consecrated land and buildings and movable church furnishings*

Consecrated and beneficial property is excluded from the accounts by s10(2)(c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

*Other fixtures, fittings and office equipment*

Equipment used within the church premises is written off on acquisition if it has purchase cost of £1,500 or less.

Otherwise equipment is depreciated using a reducing balance of 25% per annum.

*Investments*

Investments are stated at market value at 31 December.

*Current assets*

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

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

**PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JACOB, BRISTOL**  
**Charity Commission Registration Number 1132006**

**NOTES TO THE ACCOUNTS**  
**For the year ending 31 December 2018**

**2 INCOME FROM:**

|                                    |                           |                         | <b>TOTAL FUNDS</b> |             |
|------------------------------------|---------------------------|-------------------------|--------------------|-------------|
|                                    | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>2018</b>        | <b>2017</b> |
|                                    | <b>£</b>                  | <b>£</b>                | <b>£</b>           | <b>£</b>    |
| <i>2a Donations and legacies</i>   |                           |                         |                    |             |
| Regular giving                     | 144,476                   | 16,247                  | <b>160,723</b>     | 162,493     |
| Tax recoverable                    | 30,781                    | 3,256                   | <b>34,037</b>      | 36,102      |
| Collections                        | 5,141                     | -                       | <b>5,141</b>       | 9,099       |
|                                    | <hr/>                     | <hr/>                   | <hr/>              | <hr/>       |
|                                    | 180,398                   | 19,503                  | <b>199,901</b>     | 207,694     |
| <i>2b Other trading activities</i> |                           |                         |                    |             |
| Car parking                        | 27,570                    | -                       | <b>27,570</b>      | 31,709      |
| Use of church premises             | 6,766                     | -                       | <b>6,766</b>       | 3,607       |
|                                    | <hr/>                     | <hr/>                   | <hr/>              | <hr/>       |
|                                    | 34,336                    | -                       | <b>34,336</b>      | 35,316      |
| <i>2c Investments</i>              |                           |                         |                    |             |
| Dividends and interest             | -                         | 673                     | <b>673</b>         | 641         |
|                                    | <hr/>                     | <hr/>                   | <hr/>              | <hr/>       |
|                                    | -                         | 673                     | <b>673</b>         | 641         |
| <i>2d Charitable activities</i>    |                           |                         |                    |             |
| Grants                             | -                         | 247,630                 | <b>247,630</b>     | 18,743      |
| Church events                      | 4,981                     | -                       | <b>4,981</b>       | 4,345       |
| PCC fees                           | 861                       | -                       | <b>861</b>         | 266         |
|                                    | <hr/>                     | <hr/>                   | <hr/>              | <hr/>       |
|                                    | 5,842                     | 247,630                 | <b>253,472</b>     | 23,354      |

**3 EXPENDITURE ON:**

|   |                           |                         | <b>TOTAL FUNDS</b> |             |
|---|---------------------------|-------------------------|--------------------|-------------|
|   | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>2018</b>        | <b>2017</b> |
|   | <b>£</b>                  | <b>£</b>                | <b>£</b>           | <b>£</b>    |
| <i>3a Grants</i>                          |                           |                         |                    |             |
| <u>Grants to Mission Personnel</u>        |                           |                         |                    |             |
| Ambassadors in Sport (M Bateman)          | 6,000                     | 63                      | <b>6,063</b>       | 5,836       |
| Bates, J&J                                | 6,000                     | 53                      | <b>6,053</b>       | 5,821       |
| Thomas, C                                 | 4,800                     | 1,233                   | <b>6,033</b>       | 3,600       |
| Revill, C                                 | 4,000                     | -                       | <b>4,000</b>       | 3,800       |
| Saito, H&A                                | -                         | 801                     | <b>801</b>         | 6,752       |
| <u>Grants to other individuals</u>        | -                         | 75                      | <b>75</b>          | 553         |
| <u>Grants to other institutions</u>       |                           |                         |                    |             |
| Bristol and District Evangelical Alliance | 180                       | -                       | <b>180</b>         | 180         |
| Bristol Easton Salvation Army             | -                         | 418                     | <b>418</b>         | -           |
| Bristol Soup Run Trust                    | -                         | 320                     | <b>320</b>         | -           |
| Madagascar Baby House                     | 1,000                     | 2,440                   | <b>3,440</b>       | 5,800       |
| The Turning                               | -                         | -                       | <b>-</b>           | 2,000       |

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|   |               |              |                      |               |
|---|---------------|--------------|----------------------|---------------|
| Transform Europe Now                        | -             | 1,160        | <b>1,160</b>         | 1,200         |
| Non-material grants (<£250 per institution) | 276           | -            | <b>276</b>           | 60            |
|   | <u>22,256</u> | <u>6,563</u> | <u><b>28,819</b></u> | <u>35,602</u> |

**3b Direct activities**

|                                       |                |                |                       |                |
|---------------------------------------|----------------|----------------|-----------------------|----------------|
| Diocesan parish share                 | 70,246         | -              | <b>70,246</b>         | 90,000         |
| Staff wages                           | 56,054         | -              | <b>56,054</b>         | 58,444         |
| Staff expenses                        | 257            | -              | <b>257</b>            | 267            |
| Clergy expenses                       | 2,571          | -              | <b>2,571</b>          | 2,613          |
| Employer pension costs                | 1,204          | -              | <b>1,204</b>          | 1,254          |
| Ministry costs                        | 12,870         | -              | <b>12,870</b>         | 11,324         |
| Stationery and office costs           | 5,556          | -              | <b>5,556</b>          | 6,124          |
| Building running costs                | 16,817         | -              | <b>16,817</b>         | 15,171         |
| Building upkeep and professional fees | 60,916         | 244,215        | <b>305,131</b>        | 48,801         |
| Depreciation & losses on disposal     | 2,244          | -              | <b>2,244</b>          | 2,992          |
| Independent examiner remuneration     | 816            | -              | <b>816</b>            | 792            |
|                                       | <u>229,551</u> | <u>244,215</u> | <u><b>473,766</b></u> | <u>237,782</u> |

**4 STAFF COSTS**

|                                     | <b>2018</b>          | <b>2017</b>   |
|-------------------------------------|----------------------|---------------|
|                                     | <b>£</b>             | <b>£</b>      |
| Wages and salaries                  | <b>54,348</b>        | 56,464        |
| Pension costs                       | <b>1,204</b>         | 1,254         |
| Employer's National Insurance costs | <b>1,706</b>         | 1,980         |
|                                     | <u><b>57,258</b></u> | <u>59,698</u> |

During the year, the PCC employed an operations manager (f/t), ministry team leader (p/t) and church administrator (p/t). The average staff headcount, paid and employed by the PCC during the year was 2 (2017: 2.5). No member of staff was paid more than £60,000 per annum.

No expenses were paid to any of the trustees for their service as trustees (2017: nil). Tim Silk was paid clergy expenses as stated in note 3b. Tim Browne was employed as operations manager and served as a trustee during the year. He was not paid expenses in connection with his employed role. The PCC made pension contributions on behalf of Tim Browne. The total payments to trustees employed as staff members was £31,754 (2017: £14,221).

The charity received donations totalling £38,645 (2017: £36,211) from 29 trustees and related parties (2017: 35).

The total aggregate employment benefit received by key management personnel was £39,899 (2017: £34,400)

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**5 MOVEMENT IN FUNDS**

|  | Balance at<br>1.1.18<br>£ | Income &<br>Other<br>Gains<br>£ | Expense<br>£ | Transfers<br>£ | Balance at<br>31.12.18<br>£ |
|--|---------------------------|---------------------------------|--------------|----------------|-----------------------------|
| <b>Restricted funds - current year</b> |                           |                                 |              |                |                             |
| Building and Restoration Fund          | 679                       | 248,845                         | 244,215      | -              | 5,309                       |
| Memorial Window Fund                   | 2,824                     | -                               | -            | -              | 2,824                       |
| Rob Allan - capital                    | 1,030                     | -                               | -            | -              | 1,030                       |
| Rob Allan - interest                   | 381                       | 5                               | -            | -              | 386                         |
| Charity Account (see note 6b)          | 2,157                     | 187                             | 45           | -              | 2,299                       |
| Investment Fund (see note 6b)          | 18,903                    | (283)                           | -            | -              | 18,620                      |
| Ministry staff wage fund               | -                         | 12,500                          | -            | -              | 12,500                      |
| Mission Giving                         | 1,319                     | 6,269                           | 6,518        | -              | 1,070                       |
| Total restricted funds                 | 27,293                    | 267,523                         | 250,778      | -              | 44,038                      |

|   | Balance at<br>1.1.17<br>£ | Income &<br>Other<br>Gains<br>£ | Expense<br>£ | Transfers<br>£ | Balance at<br>31.12.17<br>£ |
|---|---------------------------|---------------------------------|--------------|----------------|-----------------------------|
| <b>Restricted funds - previous year</b> |                           |                                 |              |                |                             |
| Building and Restoration Fund           | 2,698                     | 17,604                          | 19,623       | -              | 679                         |
| Memorial Window Fund                    | 2,203                     | 921                             | 300          | -              | 2,824                       |
| Nave Refurbishment Fund                 | 6,158                     | -                               | 6,158        | -              | -                           |
| Rob Allan - capital                     | 1,030                     | -                               | -            | -              | 1,030                       |
| Rob Allan - interest                    | 378                       | 3                               | -            | -              | 381                         |
| Charity Account (see note 6b)           | 1,974                     | 183                             | -            | -              | 2,157                       |
| Investment Fund (see note 6b)           | 17,367                    | 1,536                           | -            | -              | 18,903                      |
| Mission Giving                          | 711                       | 14,770                          | 14,162       | -              | 1,319                       |
| Total restricted funds                  | 32,519                    | 35,017                          | 40,243       | -              | 27,293                      |

The Building and Restoration Fund is made up of restricted donations to be used towards the repair and maintenance of the fabric of the building.

The Memorial Window Fund was created in 2016 in order to raise approximately £6,000 for a stained glass window in honour of Canon Malcolm Widdecombe.

The Nave Refurbishment Fund is made up of restricted donations to be used towards internal building works in the nave.

The Rob Allan Fund was established with a bequest. A small donation from another source was added in 1994. By PCC decision the capital is invested (at the Central Board of Finance) and the Vicar and Churchwardens have been delegated the authority at their discretion to spend the interest as book grants to evangelical students.

For information about the Charity Account and Investment Funds, see note 6b.

The Mission Giving fund comprises restricted donations given in support of the church's mission partners.

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**5 MOVEMENT IN FUNDS (cont.)**

|   | Balance at<br>1.1.18<br>£ | Income &<br>Other<br>Gains<br>£ | Expense<br>£ | Transfers<br>£ | Balance at<br>31.12.18<br>£ |
|---|---------------------------|---------------------------------|--------------|----------------|-----------------------------|
| <b>Unrestricted funds - current year</b>  |                           |                                 |              |                |                             |
| Designated funds - major building work    | 18,749                    | -                               | 40,792       | 23,283         | 1,240                       |
| Designated funds - asset replacement      | 10,510                    | -                               | 14,512       | 18,067         | 14,065                      |
| General funds                             | 33,637                    | 220,576                         | 196,503      | (41,350)       | 16,360                      |
| Total unrestricted funds                  | 62,896                    | 220,576                         | 251,807      | -              | 31,665                      |
|   |                           |                                 |              |                |                             |
|   | Balance at<br>1.1.17<br>£ | Income &<br>Other<br>Gains<br>£ | Expense<br>£ | Transfers<br>£ | Balance at<br>31.12.17<br>£ |
| <b>Unrestricted funds - previous year</b> |                           |                                 |              |                |                             |
| Designated funds - major building work    | 34,193                    | -                               | 17,447       | 2,003          | 18,749                      |
| Designated funds - asset replacement      | 9,321                     | -                               | 2,078        | 3,267          | 10,510                      |
| General funds                             | 18,999                    | 233,524                         | 213,616      | (5,270)        | 33,637                      |
| Total unrestricted funds                  | 62,513                    | 233,524                         | 233,141      | -              | 62,896                      |

There are two designated funds that the PCC has established. Resources have been set aside for major work to the fabric of the building. In addition, there is a sum of money designated towards the replacement of equipment that has a limited lifespan, such as computers, audio-visual equipment and the gas boiler.

**6 FIXED ASSETS**

| <i>6a Tangible assets</i>  | Furniture,<br>fittings and<br>equipment<br>£ | Total<br>£ |
|----------------------------|--|------------|
| <b>Cost and valuations</b> |  |            |
| 1st January 2018           | 26,545                                       | 26,545     |
| Additions                  | -  | -          |
| Disposals                  | -  | -          |
| 31st December 2018         | 26,545                                       | 26,545     |
| <b>Depreciation</b>        |  |            |
| 1st January 2018           | (17,567)                                     | (17,567)   |
| Disposals                  | -  | -          |
| Charge for year            | (2,244)                                      | (2,244)    |
| 31st December 2018         | (19,811)                                     | (19,811)   |
| <b>Net book values</b>     |  |            |
| At 31st December 2018      | 6,734  | 6,734      |
| At 31st December 2017      | 8,978  | 8,978      |



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**6 FIXED ASSETS (cont.)**

*6b Investments*

Many small stock holdings were consolidated into two investments which represented the principal aims of the bequests - maintenance of the church building, and relief of the poor. The Trustees of these funds are the Vicar and Churchwardens in office. There are two other investments which have the same two objects. These are held by the Bristol Diocesan Board of Finance Limited as Custodian Trustee. All are invested at the Central Board of Finance. The dividends for the maintenance of the building are credited to the Building and Restoration Fund. Those for the relief of the poor are credited to the Charity Account, which is managed by the Church Treasury on behalf of the Trustees.

|  | <b>Market value</b> |              |
|--|---------------------|--------------|
|  | <b>2018</b>         | <b>2017</b>  |
|  | <b>£</b>            | <b>£</b>     |
| Trust 65 (Poor of the parish); DBF custodian trustee |                     |              |
| 121 CBF investment shares                            | <b>1,954</b>        | 1,984        |
| Trust 238 (Chancel repairs); DBF custodian trustee   |                     |              |
| 223 CBF investment shares                            | <b>3,601</b>        | 3,656        |
| Mary Cannington charity (Relief of the poor)         |                     |              |
| 213 CBF investment shares                            | <b>3,431</b>        | 3,483        |
| The church estate (Building maintenance)             |                     |              |
| 598 CBF investment shares                            | <b>9,634</b>        | 9,780        |
|  | <hr/> <b>18,620</b> | <hr/> 18,903 |

**7 DEBTORS and PREPAYMENTS**

|                          | <b>2018</b>        | <b>2017</b> |
|--------------------------|--------------------|-------------|
|                          | <b>£</b>           | <b>£</b>    |
| Income for church event  | -                  | 30          |
| Deposit for weekend away | -                  | 250         |
| Income tax recoverable   | <b>2,265</b>       | 2,554       |
|                          | <hr/> <b>2,265</b> | <hr/> 2,834 |

**8 LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                               | <b>2018</b>         | <b>2017</b>  |
|-------------------------------|---------------------|--------------|
|                               | <b>£</b>            | <b>£</b>     |
| Tax and NI                    | <b>1,354</b>        | 1,206        |
| Pension contributions         | -                   | 88           |
| Mission grants                | <b>17,000</b>       | 21,200       |
| Trade creditors               | <b>794</b>          | 713          |
| Other creditors               | <b>170</b>          | 211          |
| Prepayments for church events | <b>44</b>           | 376          |
| Accruals                      | <b>792</b>          | 768          |
|                               | <hr/> <b>20,154</b> | <hr/> 24,562 |

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**9 ANALYSIS OF NET ASSETS BY FUND**

**Current year**

|                     | <b>Unrestricted<br/>(General)</b> | <b>Unrestricted<br/>(Designated)</b> | <b>Restricted</b> | <b>Total<br/>(2018)</b> |
|---------------------|-----------------------------------|--------------------------------------|-------------------|-------------------------|
|                     | <b>£</b>                          |                                      | <b>£</b>          | <b>£</b>                |
| Fixed assets        | 6,734                             | -                                    | 18,620            | <b>25,354</b>           |
| Current assets      | 29,780                            | 15,305                               | 25,418            | <b>70,503</b>           |
| Current liabilities | (20,154)                          | -                                    | -                 | <b>(20,154)</b>         |
|                     | <hr/>                             | <hr/>                                | <hr/>             | <hr/>                   |
|                     | 16,360                            | 15,305                               | 44,038            | <b>75,703</b>           |

**Previous year**

|                     | <b>Unrestricted<br/>(General)</b> | <b>Unrestricted<br/>(Designated)</b> | <b>Restricted</b> | <b>Total<br/>(2017)</b> |
|---------------------|-----------------------------------|--------------------------------------|-------------------|-------------------------|
|                     | <b>£</b>                          |                                      | <b>£</b>          | <b>£</b>                |
| Fixed assets        | 8,978                             | -                                    | 18,903            | <b>27,881</b>           |
| Current assets      | 49,221                            | 29,259                               | 8,390             | <b>86,870</b>           |
| Current liabilities | (24,562)                          | -                                    | -                 | <b>(24,562)</b>         |
|                     | <hr/>                             | <hr/>                                | <hr/>             | <hr/>                   |
|                     | 33,637                            | 29,259                               | 27,293            | <b>90,189</b>           |

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**10 SOFA FUND ANALYSIS COMPARATIVE FIGURES**

|                                    | Unrestricted<br>funds | Restricted<br>funds | TOTAL<br>FUNDS |
|------------------------------------|-----------------------|---------------------|----------------|
|                                    | £                     | £                   | 2017<br>£      |
| <b>INCOME AND ENDOWMENTS FROM:</b> |                       |                     |                |
| Donations and legacies             | 191,594               | 16,100              | 207,694        |
| Other trading activities           | 35,316                | -                   | 35,316         |
| Investments                        | -                     | 641                 | 641            |
| Charitable activities              | 6,614                 | 16,740              | 23,354         |
| <b>TOTAL INCOME</b>                | <u>233,524</u>        | <u>33,481</u>       | <u>267,005</u> |
| <b>EXPENDITURE ON:</b>             |                       |                     |                |
| <u>Charitable activities</u>       |                       |                     |                |
| Grants                             | 21,440                | 14,162              | 35,602         |
| Direct activities                  | 211,701               | 26,081              | 237,782        |
| <b>TOTAL EXPENDITURE</b>           | <u>233,141</u>        | <u>40,243</u>       | <u>273,384</u> |
| Gains/(losses) on investments      | -                     | 1,536               | 1,536          |
| <b>NET INCOME/(EXPENDITURE)</b>    | <u>383</u>            | <u>(5,226)</u>      | <u>(4,843)</u> |
| Transfers between funds            | -                     | -                   | -              |
| <b>NET MOVEMENT IN FUNDS</b>       | <u>383</u>            | <u>(5,226)</u>      | <u>(4,843)</u> |
| Total funds brought forward        | 62,513                | 32,519              | 95,032         |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>62,896</u>         | <u>27,293</u>       | <u>90,189</u>  |