

## 2018 Annual Report of St. Anne's Church in the Parish of Chasetown

### **Background**

St Anne's Church is situated in Church Street, Chasetown. The correspondence address is St Anne's Church, Church Street, Chasetown, Burntwood, Staffs WS7 3QL.

St Anne's Parochial Church Council (PCC) has the responsibility of co-operating with the Team Vicar, Revd. Richard Westwood and other members of the Burntwood Chase Benefice in promoting in the ecclesiastical parish the whole mission of the Church: pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church.

St Anne's Church is served by the Chasetown Parish Ministry Leadership Team which was reconfigured during 2018 and now comprises Revd Richard Westwood, Mrs Angela Smith and Mr Chris Hawthorne. Many other members of the church generously offer their gifts, time and skill in leading services and the many other aspects of the churches mission and ministry. The PCC thanks each of them for their faithful and willing service.

### **Membership**

Members of the PCC are respectively either ex officio/co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During the year the following members of St Anne's served as members of the PCC:

<i>Team Vicar:</i>	Revd. Richard Westwood
<i>Wardens:</i>	Mrs Carol Thomas Mrs Sheila Murphy

<i>Secretary</i>	Mrs Anita Brookes
<i>Treasurer</i>	Mrs Angela Buckley
<i>Representatives on the Deanery Synod:</i>	Mrs Anita Brookes, Mr David Buckley Mr Chris Hawthorne

<i>Elected Members:</i>	Julie Hall	Betty Stanley
	Sheila Bott	Brian Golding
	Margaret Malley	Angela Buckley
	Esther Allen	Terry Smith

### **Church attendance**

There are 99 members on the Church Electoral Roll of St Anne's Church, 44 (45%) of whom are resident outside the parish. The usual Sunday attendance at St. Anne's was 67 (2017= 67) adults and 6 (2017 = 7) children, but this number increased for the major festivals. The 1st Sunday of the month has been an all age non-eucharistic service. On this 1st Sunday there is a Holy Communion Service in the evening.

The attendances at the annual Carol Service and the Christmas Eve Nativity Service were very encouraging, as is the participation in a regular monthly Messy Church.

### **Review of the year**

The full PCC met 10 times during the year. The meetings were very well attended and a good portion of the business of PCC involved planning for the future mission of the church and development of the church building. The PCC also appointed a building development sub- group to discuss some of the plans for the refurbishment of St Anne's church building

Significant events in the year included the continued popularity and growth of the weekly 'Place of Welcome' drop in coffee morning for all in the Parish of Chasetown. The monthly Messy Church, which aims to help children and young families worship together, has continued to thrive. The weekly carers and toddlers group 'Ladybirds' and the parent and child buggy walking group 'Strollers' are also well attended and are valued by members of the wider community.

In addition to this, with support and start-up funding from Lichfield Diocese and after consultation with the local community, the church began an after school youth club for children aged 9-14. This group has become well established and now has a number of young people who attend regularly. It is staffed by volunteers and is co led by the Team Vicar and staff from Burntwood Youth for Christ. This work amongst children and families means that the size of our worshipping community has grown, though this is not reflected in the usual Sunday attendance figures. The PCC thanks all who are involved in this work for the time, care and energy which they put into these parts of the life of the church. Small groups for prayer, Bible study and fellowship are established and are appreciated by all who attend. The PCC also wishes to thank the musicians and singers who help to organise and lead sung worship in the church, especially Yvonne Griffin, Jean Spraggett and Gerald Harvey.

During 2018 the church continued to work with Lichfield District Council to manage the closed churchyard in partnership with a local 'friends of the churchyard' group.

After much consultation with various agencies and experts, in 2018 the church was able to undertake some much needed tree surgery on a number of trees on the east perimeter of the church grounds. It is hoped that this will make the area safer and reduce the effect of light loss for our neighbours. Thanks are due to Mrs Carol Thomas for her tenacious and patient work in this area. The grounds of the church are cared for by Mr Roy Woodward and Mr John Bird, who together with Mr Terry Smith oversees the practical care of the church building. The PCC extends its thanks to Terry, John and Roy for this significant work and commitment.

The PCC is indebted to the Churchwardens who have served in 2018, Carol Thomas and Sheila Murphy. Their hard work and dedication is much appreciated and the church thanks them warmly for all they have given in their service to God in this role. The PCC thanks Anita Brookes for her commitment and hard work in her role as PCC secretary, sacristan and her work on the church website. The website is now being managed by David Buckley and the PCC thanks him for taking on this role. The PCC also wishes to record its thanks to Angela Buckley as Treasurer and Tony Slater and Margaret Malley for their work on the Church's giving and finances, and also to Mrs Lorna Nichols for her assistance with administration.

St Anne's continues to support a number of charitable organisations and in 2018 donations were made to Macmillan Cancer Care, The Children's Society (through the collection from the Christingle Service), Hands at Work in Africa, Pathway Project, MAF, Action Aid, CMS and the Link for Life Project. In total St Anne's donated £3,088 to charity, shared between local, national and international good causes.

### **Financial Review**

During the year £90,768 (2017 £85,129) was spent to provide the Christian ministry in Chasetown parish, including £43,200 (2017 £42,370) as the contribution to the diocesan quota, which largely provides the stipends and housing for the clergy. In 2018 for the third year in succession, there was an increase in giving from the regular members of the church. This response from the congregation is wonderful and the PCC wishes to thank all members of the church who gave in such a generous way. The net result for the year was a deficit of payments over receipts of -£7,587 (2017 balance was +£2,884). The main feature of the 2018 deficit was an increase in the costs associated with heating and maintaining the church building. The PCC is grateful to have received a grant from Burntwood Town Council (£300) towards the costs of a gazebo for outdoor community events. Despite the difficult financial situation, the PCC was able to pay the 2018 Parish Share in full, but needed to use reserves to do so. The PCC will be making amendments to its budget in order to ensure that its finances are stable and healthy. The balance carried forward in unrestricted funds on 31 December 2018 £8,811 (2017 was £16,248)

On behalf of the PCC (Chairperson) Revd. Richard Westwood

April 2019

# **Annual Report and Financial Statements of the Parochial Church Council of the Ecclesiastical Parish of Chasetown.**

Registered Charity number 1160765

For the year ended 31st December 2018

The PCC of the Ecclesiastical Parish of Chasetown

Financial Statements for the Year Ended 31st December 2018

Receipts and Payments Account

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>RECEIPTS</b>							
Donations and Legacies	4a	60,629	-	-	-	60,629	-
Activities for Generating Funds	4b	3,606	-	-	-	3,606	-
Income from Investments	4c	-	-	-	-	-	-
Church Activities	4d	16,483	-	-	-	16,483	-
Other	4e	2,464	-	-	-	2,464	-
<b>Total Receipts</b>		<b>83,181</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>83,181</b>	<b># -</b>
<b>PAYMENTS</b>							
Raising Funds	5a	797	-	-	-	797	-
Church Activities	5b	81,442	-	-	-	81,442	-
Other	5c	8,529	-	-	-	8,529	-
<b>Total Payments</b>		<b>90,768</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90,768</b>	<b># -</b>
<b>Excess of Receipts over Payments</b>		<b>(7,587)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(7,587)</b>	<b># -</b>
Transfer between Funds	8	-	-	-	-	-	-
		<b>(7,587)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(7,587)</b>	<b>-</b>
<b>Cash at Bank and In Hand at 1st Jan</b>	<b>6</b>	<b>16,248</b>	<b>-</b>	<b>4,642</b>	<b>-</b>	<b>20,890</b>	
<b>Cash at Bank and In Hand at 31st Dec</b>	<b>6</b>	<b>8,811</b>	<b>-</b>	<b>4,642</b>	<b>-</b>	<b>13,303</b>	<b># -</b>

The PCC of the Ecclesiastical Parish of Chasetown  
 Financial Statements for the Year Ended 31st December 2018

Finance  
 Form Box  
 Number

**Statement of Assets and Liabilities**

		Total 2018 £	Total 2017 £
	<b>Cash Funds</b>		
	6		
	Bank Current Accounts	15,103	17,413
	CBF Deposit Accounts	1,989	
	Petty Cash	1,989	-
31	<b>Total Cash Funds</b>	<b>19,081</b>	<b>17,413</b>
	<b>Other Monetary Assets</b> ( <i>due to PCC</i> )		
	Gift Aid Recoverable	5,640	
	Other		
34	<b>Total Other Monetary Assets</b>	<b>5,640</b>	-
	<b>Investment Assets</b>		
	7		
	CCLA Investment Fund ( <i>at market value</i> )		
	Other Investments		
32	<b>Total Investment Assets</b>	-	-
	<b>Assets Retained for Church Use</b>		
	8		
	Freehold House		
	Other		
33	<b>Total Assets Retained for Church Use</b>	-	-
	<b>Liabilities</b> ( <i>owed by the PCC</i> )		
	Loan from the Diocese	-	
	Diocesan Parish Share	43,200	
	Organ Cleaning		
35	<b>Total Liabilities</b>	<b>43,200</b>	-

The notes on the following pages form part of these accounts

The PCC of the Ecclesiastical Parish of Chasetown

Financial Statements for the Year Ended 31st December 2018

Finance Form  
Box Number

**RECEIPTS**

	4	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Donations and Legacies</b>							
<b>Voluntary Receipts</b>	4a						
1 Tax efficient planned giving		13,763				13,763	
2 Other planned giving		20,445				20,445	
3 Collections at services		5,205				5,205	
4 All other giving and voluntary receipts including special appeals		15,276				15,276	
6 Gift Aid Recovered		5,640				5,640	
7 Legacies Received		-				-	
8 Grants (recurring and one-off)		300				300	
		<b>60,629</b>	-	-	-	<b>60,629</b>	# -
	1431.8						
<b>Activities for Generating Funds</b>	4b						
9 Church Model		971				971	
Film Night		1,147				1,147	
9 Christmas Tree Festival and Autumn Fayre		1,488				1,488	
9 Other Fundraising Activities						-	
		<b>3,606</b>	-	-	-	<b>3,606</b>	# -

**RECEIPTS** *continued*

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Receipts from Investments</b>							
10	Dividends	-				-	
10	Bank Interest	-				-	
		-	-	-	-	-	-
<b>Church Activities</b>							
	<i>Statutory Fees (retained by PCC) Funerals</i>	9,219				9,219	
11	Statutory Fees (retained by PCC) Weddings	4,343				4,343	
12	Church Hire	780				780	
12	Sunday morning coffee	667				667	
12	Bookstall	236				236	
12	Parish Magazine	1,238				1,238	
12	Other trading activities	-				-	
		<b>16,483</b>	-	-	-	<b>16,483</b>	-
<b>Other Receipts</b>							
13	Other					-	
	Contra receipts	1,867				1,867	
	Strollers donations/receipts	397				397	
	Copying and laminating	200				200	
13						-	
		<b>2,464</b>	-	-	-	<b>2,464</b>	-
<b>A Total Receipts</b>		<b>83,181</b>	-	-	-	<b>83,181</b>	-



**The PCC of the Ecclesiastical Parish of Chasetown  
Financial Statements for the Year Ended 31st December 2018**

**6 Cash at Bank and in hand**

	Unrestricted £	Restricted £	Endowment £	2018 Total £	Total 2017 £
Number 1 account	8,811	2,663		11,474	17,413
Number 2 Account				-	
Deposit Account				-	
CBF Deposit Account	1,989			1,989	
<b>Total</b>	<b>10,800</b>	<b>2,663</b>	<b>-</b>	<b>13,463</b>	<b>17,413</b>

**7 Investments (if applicable)**

	At 1st Jan £	Additions £	Disposals £	Transfers £	Change in Market Value £	At 31st Dec £
<b>Unrestricted funds</b>						
Investments						-
<b>Restricted funds</b>						
Investments						-
<b>Endowment funds</b>						
Investments						-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Please add a brief description on any additions/disposals during the year*

**8 Fixed Assets (if applicable)**

*Please provide details of any Fixed Assets eg freehold house for a curate*

## 9 Summary of Fund Movements

	Balance at 1st Jan £	Receipts £	Payments £	Transfers £	Balance at 31st Dec £
Unrestricted Fund	16,248				8,811
Designated Funds					
1					
2					-
3					-
Restricted Funds					
1	1,979				1,979
2	2,663				2,663
3					-
Endowment Funds					
1					-
2					-
3					-
<b>Total Funds</b>	<b>20,890</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,453</b>

Please insert a brief explanatory note for each designated, restricted and endowments funds.

Designated Fund 1 The CBF Church of England Deposit Fund

Designated Fund 2 Restricted Roof Fund

Designated Fund 3

Restricted Fund 1

Restricted Fund 2

Endowment Fund 1

## 10 Analysis of Transfer between Funds

Unrestricted £	Restricted £	Total £
		-
		-

Please provide a brief explanation for the reason for the transfer between funds

## 11 Gift Aid (only include note 11 if Gift Aid Recovered in Note 4a is nil)

	2018 £	2017 £
Gift Aid Recovered	5392.72	5263.67

*Please provide an explanation as to why no gift aid has been received in the year*



of Parish Finance

January to December 2018

Please complete this form by **no later than 31st May 2019**

If the form is NOT completed on behalf of the entire parish, please list here the churches included:

Parish name:

The PCC of the Ecclesiastical Parish of Chasetown

Deanery:

Diocese:

Lichfield

**INCOMING RESOURCES**

**UNRESTRICTED  
(nearest £)**

**RESTRICTED  
(nearest £)**

**RESOURCES EXPENDED**

**UNRESTRICTED  
(nearest £)**

**RESTRICTED  
(nearest £)**

**Voluntary receipts**

1	Tax efficient planned giving	£13,763	£-
2	Other planned giving	£20,445	£-
3	Collections at services	£5,205	£-
4	All other giving and voluntary receipts/income, including Special Appeals (recurring and one-off)	£15,276	£-
6	Gift Aid recovered	£5,640	£-
7	Legacies received (capital value)	£-	£-
8	Grants (include recurring and one-off)	£300	£-
<b>TOTAL Voluntary receipts:</b>		<b>£60,629</b>	<b>£-</b>

**Activities for generating funds**

9	Gross receipts from fundraising activities	£3,606	£-
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**Investment income**

10	Dividends, interest, receipts from property etc.	£-	£-
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**Church activities**

11	Statutory fees retained by the PCC (weddings, funerals etc.)	£13,562	£-
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12	Gross receipts/income from trading (e.g. hall lettings, magazine, bookstall) NOT fundraising.	£2,921	£-
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**Other receipts**

13	Other receipts/income not already listed	£2,464	£-
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**TOTAL RECEIPTS (FROM FINANCIAL STATEMENTS)**

**Unrestricted**

**Restricted**

A	<b>RECEIPTS/INCOME</b>	£83,181	£-
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B	<b>COMBINED TOTAL</b>	£83,181	
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**PLANNED GIVERS AND LEGACIES**

14	Number of tax efficient planned givers	19	
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15	Number of other planned givers	40	
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16	Number of new legacies received	0	
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100	<b>Weekly average planned giving per planned giver</b>	£11.15	
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**Costs of generating funds**

17	Fundraising activities (costs and payments)	£797	£-
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**Church activities**

18	Mission giving and donations	£3,088	£-
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19	Diocesan parish share contribution	£43,200	£-
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20	Salaries and wages	£9,161	£-
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21	Clergy and staff expenses	£2,497	£-
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**Church expenses**

22	Church expenses: Mission and evangelism costs	£1,950	£-
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23	Church running expenses (including Governance)	£2,354	£-
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24	Church utility bills	£7,349	£-
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25	Costs of trading		£-
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**Major capital expenditure**

27	Major repairs to the church building	£2,393	£-
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28	Major repairs to church hall or other PCC property, including redecoration	-	£-
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29	New building work to the church, church hall, clergy housing or other PCC property	-	£-
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**SUB-TOTAL of all expenditure payments above:**

**£72,789**

**£-**

99	Other payments/expenditure not already listed	£17,979	£-
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**TOTAL PAYMENTS (FROM FINANCIAL STATEMENTS)**

**Unrestricted**

**Restricted**

C	<b>PAYMENTS/EXPENDITURE</b>	£90,768	£-
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D	<b>COMBINED TOTAL</b>	£90,768	
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**Assets & Liabilities**

**UNRESTRICTED**

**RESTRICTED**

31	Cash and deposit balance as at 31/12/18	£10,800	£2,663
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32	Investments as at 31/12/18	£-	£-
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33	Fixed Assets as at 31/12/18	£-	
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34	Other Assets as at 31/12/18	£5,640	
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**Total Assets as at 31st December 2018**

**£16,440**

**£2,663**

35	Total Liabilities as at 31st December 2018	£43,200	
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**Total Net Assets/Funds as at 31st December 2018**

**£59,640**

**£2,663**

36	Please state the Church's Charity registration number (if applicable)		
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**Accounts basis: on which basis were your accounts prepared? (indicate ONE)**

Receipts and payments [ YES ]

Accruals [ - ]



Return of Parish Finance

January to December 2018

If the form is NOT completed on behalf of the entire parish, please list here the churches included:

Deanery: 0

Please complete this form by **no later than 31st May 2019**

Parish name:

The PCC of the Ecclesiastical Parish of Chasetown

Diocese:

Lichfield

Please refer to the notes on the following pages to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in PCC Accountability, 2017. 5th edition.

Date

Name

Position

Telephone or email

Looking back across 2018, were there any exceptional circumstances or significant changes that may have led to unusual figures? Please provide details in this box (101 characters)

Empty text box for providing details.

# Independent Examiner's Report to the trustees/members of the PCC of the Ecc

Registered Charity number 1160765

I report on the accounts for the year ended 31st December 2018 which are set out on the following pages.

## **Respective responsibilities of the Trustees and Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) that an independent examination is needed.

It is my responsibility

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

## **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the 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 present 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**

\*) 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.

*\* Please delete words in brackets if they do not apply*

Signed: ..... Rebecca Scott- Clegg

Date: ..... 03/04/19

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