

**PARISH OF ARMLEY AND NEW WORTLEY**  
**ST. BARTHOLOMEW WITH ST. MARY OF BETHANY**  
**ANNUAL REPORT OF THE PCC 2018**

The Parochial Church Council of St. Bartholomew with St. Mary of Bethany has responsibility of cooperating with the Churchwardens, during an interregnum, in promoting the ecclesiastical parish of Armley and New Wortley, the whole mission of the church, pastoral, evangelical, social; and ecumenical. It also has responsibility for the maintenance of the Church plant, including the organ and Church Hall, Wortley Road, Armley, Leeds LS12 1SR

Mission Statement for St. Bartholomew with St. Mary of Bethany, Parish of Armley and New Wortley:

**To extend the Kingdom of Christ, by showing His  
love to all those with whom we come into contact.**

### **Membership**

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting (AGM) in accordance with the Church Representative Rules, but members can be co-opted during the year.

During 2018 the following served as members of the PCC.

<i>Priest in Charge</i>	Fr. Michael Wood
<i>Churchwardens</i>	Mrs. T. Collins      Lay Chair
<i>Elected Members</i>	Mr. J. Kaye      PCC Treasurer & ACS Representative
	Mr. R.V. Pilkington
	Mr. D. Threapleton
	Mr. G. Whitehead
	Mr. K. Duce
	Mr. B. Gaunt
	Miss. B. M. Nichols      PCC Secretary
	Mrs. P. Elliott
	Mrs. A. Threapleton

### **Committees**

The PCC operates through number of committees which meet at different times to the PCC, these committees report back to the PCC.

### ***Standing Committee***

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any direction given by the full Council. The members of the Standing Committee 2018 were – Mrs. T. Collins. Mr. J.Kaye and Miss B. M. Nichols.

### ***Church Hall Management Committee***

This Committee is responsible for the management and maintenance of the Church Hall – Mrs. T. Collins; Mr. R.V. Pilkington; Mr. D. Threapleton; Mr. G. Whitehead

***Organ/Music Committee:-*** Mrs. T. Collins and Mr. J.Kaye were elected from the PCC, Professor G. Barber and Dr. C. Newton were co-opted members

***Stewardship recorder/Planned giving Officer:-*** Mrs. J R. Smith

***Electoral Roll Officer:-*** Mr. D. Threapleton

***Sunday School/Youth co-ordinator:-*** Mrs. S. Hearn

***Child protection Officer:-*** Mrs. A. Threapleton

***Lay Representative to Churches Together in Leeds 12:-*** Mrs. J.R.Smith

### ***Fundraising events/St. Bart's Bingo***

Members of the Parish organise various fundraising events throughout the year. Mrs. J.Smith runs a monthly Tea dance. St, Bart's Bingo is staffed by volunteers.

### ***Church Attendance***

Average Adult Attendance – 49

Average under 16 Attendances – 18

### ***Review of the Year.***

The PCC met on eight occasions in 2018 with an average attendance of 70%. As always much of the PCC times was taken up discussing the finances of the Church. Unfortunately, once again we were unable to pay the Parish Share in full.

The development of the Hall/old school sites is still pending; the PCC had a number of discussions with Mr. David Chary and Mr. Michael Lindley regarding this matter. Mr. D. Chary produced the paperwork for the marketing of the hall/old vicarage/glebe and the old school sites; these were advertised on line towards the end of the year. It was agreed in principle that the hall would be vacated sometime in the future. It was also agreed that 31 Hill End Crescent be recognised as an appropriate house for the priest in charge of the Parish of Armley and New Wortley.

After much discussion the PCC accepted the Safeguarding Policy which Fr. Michael had worked for the Diocese of Leeds, this covered the disclosure of physical, spiritual and psychological abuse and the appointment of a Safeguarding Officer. The PCC also discussed clergy expenses and the fees as set down by the Diocese. A number of the PCC went to the Citizens UK Leeds meeting in April to celebrate 2018's achievements; there were a number of good presentations on the living wage, mental health and young people's internships. The PCC discussed Slavery in the 21<sup>st</sup> Century and how we recognise it and how we should challenge it. In October the Rev Gordon Day gave an excellent presentation on 'Jesus Shaped People' to a small number of our congregation.

In May changes in the Data Protection Act came in and the PCC discussed the need for a data audit, why and who has information in the church and what is done with it, including how long we keep information regarding families who come for funerals and baptisms.

October saw the Stewardship Campaign, a pamphlet was produced which explained how people could give, where the money was spent and a Stewardship prayer. There were also changes in the way in which church schools are inspected – church schools need to have a definite Christian character as well as a Christian ethos, including having Christian artefacts in the school,; engaging with the local community especially the church.

A Community Craft Fair was held in the church on December 1<sup>st</sup>, the church members provided refreshments, a cake stall and a raffle, there was also a church Christmas stall. On December 2<sup>nd</sup>, five young people aged between 8 and 10 years received their first Communion after a course of preparation, before confirmation.

The PCC discussed a WYDAN Night Shelter in Church. Katrina the organiser of WYDAN came to talk the congregation about this, she returned in November to do a training session with the volunteers. The Night shelter took place the week beginning December 3<sup>rd</sup>; it involved people from the local mosque helping with feeding the ten asylum seekers. It was successful but could have had more volunteers, especially to stay overnight.

The Lent Course for 2018 was based on The Lion, the Witch and the Wardrobe. There were the usual services for Easter and Christmas. The Church acquired a new crib set. The ASPIRE group from the Strawberry Lane Centre asked if they could have a Christmas service in church.

### **Financial Review**

Total receipts on unrestricted funds were £53,985, of which £27,534 was unrestricted voluntary donations, including the tax recovered on Gift Aid donations and on donations received under the Gift Aid Small Donations Scheme. Restricted donations of £14,720 were also received and are detailed in the financial statements.

The planned giving through envelopes and banker's orders increased by 6%, helped in no small part by a stewardship campaign held towards the end of the year. Total income, including tax recovered but excluding the legacy, remained similar to last year.

£53,801 was spent from unrestricted funds to provide the Christian ministry from St. Bartholomew's with St. Mary of Bethany Church, including the contribution to the diocesan parish share, which largely provides the stipends and housing for the clergy. Every year, we contribute as much as we are able to afford towards parish share, but invariably, are unable to meet the full requested amount. Our contribution in 2018 was £11,000; a shortfall of £9,294.

The net result for the year was a loss of £439 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31<sup>st</sup>. December on unrestricted funds totalled £4,197.

**Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds that equates to at least three months' unrestricted payments. This is equivalent to £13,500. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £4,197 held on unrestricted funds at the year-end clearly does not meet this target.

The balance of £9,865 in restricted funds is retained towards meeting the cost of repairs, maintenance and upkeep of the Schulze organ, sanctuary floor mosaics, external west wall crucifix, church lighting and general church fabric; church flowers and the award of discretionary grants.

It is our policy to invest investment fund balances with the CCLA Church of England Investment Fund.

Brenda M. Nichols

Jon Kaye

PCC Secretary.

PCC Treasurer.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Parochial Church Council of the Ecclesiastical  
Parish of St. Bartholomew, Armley with St. Mary  
New Wortley

No.  
1131632

CC16a

## Receipts and payments accounts

For the period from	01.01.2018	To	31.01.2018
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary receipts	27,534	14,720	-	42,254	27,001
Activities for generating funds	20,928	1,520	-	22,448	30,468
Investment dividends/interest	-	2	-	2	1
Charitable activities	5,524	-	-	5,524	5,523
Other receipts	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>53,985</b>	<b>16,242</b>	<b>-</b>	<b>70,228</b>	<b>62,993</b>
<b>A2 Asset and investment sales, (see table).</b>					
Receipts from sale of fixed assets	-	-	-	-	-
Receipts from sale of investments	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>53,985</b>	<b>16,242</b>	<b>-</b>	<b>70,228</b>	<b>62,993</b>
<b>A3 Payments</b>					
Costs of generating voluntary receipts	-	-	-	-	-
Fundraising costs (trading activities)	19,549	1,703	-	21,252	22,647
Investment management costs	-	-	-	-	-
Costs of charitable activities	34,152	1,620	-	35,772	38,788
Governance costs	100	-	-	100	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>53,801</b>	<b>3,323</b>	<b>-</b>	<b>57,124</b>	<b>61,435</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of fixed assets	623	-	-	623	-
Purchase of investments	-	10,000	-	10,000	-
<b>Sub total</b>	<b>623</b>	<b>10,000</b>	<b>-</b>	<b>10,623</b>	<b>-</b>
<b>Total payments</b>	<b>54,424</b>	<b>13,323</b>	<b>-</b>	<b>67,747</b>	<b>61,435</b>
<b>Net of receipts/(payments)</b>					
	- 439	2,919	-	2,481	1,558
<b>A5 Transfers between funds</b>	- 829	829	-	-	-
<b>A6 Cash funds last year end</b>	5,464	6,116	-	11,581	17,962
<b>Cash funds this year end</b>	<b>4,197</b>	<b>9,865</b>	<b>-</b>	<b>14,061</b>	<b>19,520</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in hand	383	18	-
	Cash at bank	3,814	9,847	-
	Cash in deposit accounts	-	-	-
	<b>Total cash funds</b>	<b>4,197</b>	<b>9,865</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
			-	-
			-	-
			-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	CBF C of E Investment Fund - Acc. Shares	Fabric	-	12,478
	CBF C of E Investment Fund - Acc. Shares	Organ	-	128,860
	CBF C of E Investment Fund -Shares	Church Hall	-	293
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Statue, candlesticks, portable font	General	-	3,021
	St. Bart's sales stock (CDs/gifts)	Organ	-	8,341
	Scaffolding (nominal value)	Church Hall	-	1
	Gift vouchers and floats	Bingo	205	205
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Rev'd M F Wood	25.03.19	
		Mrs T Collins	25.03.19	

## Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis
2. Fixed assets retained for church use are the statue of S. Bartholomew, a set of four high alt silver candlesticks and a wooden portable font
3. Investment assets are CCLA CBF Church of England Investment Fund Accumulation Share
4. The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
<b>Designated</b>					
Photocopier fund	1,308	952	1,420	0	839
Silver candlesticks fund	1,842	0	602	0	1,240
	<b>3,150</b>	<b>952</b>	<b>2,022</b>	<b>0</b>	<b>2,080</b>
<b>Restricted</b>					
Flower fund	567	369	482	0	455
Discretionary fund	242	118	6	0	354
Organ maintenance fund	3,087	14,406	11,963	829	6,359
Fabric fund	1,461	1,349	845	732	2,697
SBACC fund	760	0	28	-732	0
	<b>6,116</b>	<b>16,242</b>	<b>13,323</b>	<b>829</b>	<b>9,865</b>

The Photocopier fund exists to provide funds for the lease rental of the current and future photocopiers

The Silver candlesticks fund represents donations for altar and sanctuary requisites

The Flower fund represents donations to be spent on flowers for church

The Discretionary fund exists to provide monetary assistance for those most in need

The Organ maintenance fund exists to provide funding for maintenance and repairs to the church organ

The Fabric fund represents accumulated donations for fabric maintenance , which can only be spent for that purpose

SBACC (St. Bartholomew's Armley Community Centre) fund was established to provide funding for the development and building of a new community centre at St. Bartholomew's. This project has now been abandoned and the fund was closed on 11th. April 2018 with the balance being transferred to the Fabric fund.

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## Further Analysis of Receipts and Payments Accounts

	Unrestricted funds £	Restricted funds £	TOTAL 2018 £	TOTAL 2017 £
<b>A1 Receipts</b>				
<b>Voluntary receipts:</b>				
Donations	22,829	2,202	25,031	
Tax recovered	4,705	526	5,231	
Pilling Trust donation	0	5,000	5,000	
Legacies	0	6,993	6,993	
	<u>27,534</u>	<u>14,720</u>	<u>42,254</u>	<u>27,001</u>
<b>Activities for generating funds:</b>				
Bingo	9,626	0	9,626	
Hall lets	7,589	0	7,589	
Organ concerts and organ use	0	1,520	1,520	
Church lets	0	0	0	
Fundraising	1,338	0	1,338	
Insurance and utility contributions	1,898	0	1,898	
Magazine advertising	477	0	477	
Stock difference (2017 only)	0	0	0	
	<u>20,928</u>	<u>1,520</u>	<u>22,448</u>	<u>30,468</u>
<b>Investment dividends/interest</b>				
HMRC interest	0	2	2	
	<u>0</u>	<u>2</u>	<u>2</u>	<u>1</u>
<b>Charitable activities</b>				
PCC fees	2,628	0	2,628	
MWAH contribution to office/phone	2,000	0	2,000	
Contribution to boiler maintenance	130	0	130	
Catering/Refreshments/Canteen	449	0	449	
Magazine sales	203	0	203	
Reprography and office	114	0	114	
	<u>5,524</u>	<u>0</u>	<u>5,524</u>	<u>5,523</u>
<b>Other receipts</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>A2 Asset and investment sales</b>				
<b>Receipts from sale of investments</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

## Further Analysis of Receipts and Payments Accounts

	Unrestricted funds £	Restricted funds £	TOTAL 2,018 £	TOTAL 2,017 £
<b>A3 Payments</b>				
<b>Fundraising costs (trading activities)</b>				
Hall operating costs	11,157	0	11,157	
Bingo	8,317	0	8,317	
Organ concerts	0	1,703	1,703	
Incurred seeking donations	75	0	75	
Cost of stock for re-sale (2017 only)	0	0	0	
	<u>19,549</u>	<u>1,703</u>	<u>21,252</u>	<u>22,647</u>
<b>Costs of charitable activities</b>				
Parish Share	11,000	0	11,000	
Church gas, electricity & insurance	13,816	0	13,816	
Clergy expenses	1,871	0	1,871	
Church building running expenses	3,030	0	3,030	
Church major repairs and renewals	1,049	845	1,894	
Church routine repairs & maintenance	0	0	0	
Costs of services	1,488	482	1,969	
Office and photocopier charges	1,506	0	1,506	
Organ expenses	0	260	260	
Hall building running expenses	329	0	329	
Bank charges	0	28	28	
Mission giving and donations	0	6	6	
Sundries	63	0	63	
	<u>34,152</u>	<u>1,620</u>	<u>35,772</u>	<u>38,688</u>
<b>Governance costs</b>				
Independent examiner's fee	<u>100</u>	<u>0</u>	<u>100</u>	<u>100</u>
<b>A4 Asset and investment purchases</b>				
<b>Purchase of fixed assets</b>				
Table top font	623	0	623	
	<u>623</u>	<u>0</u>	<u>623</u>	<u>0</u>
<b>Purchase of investments</b>				
CCLA shares	0	10,000	10,000	
	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>

## Further Analysis of Receipts and Payments Accounts

### A5 Transfers between funds

From	To	Details	Unrestricted funds	Restricted funds	TOTAL 2018	TOTAL 2017
			£	£	£	£
General fund	Church hall fund	Hall insurance contribution	-339			
General fund	Church hall fund	Hall electricity contribution	-683			
General fund	Organ fund	Organist's salary & organ repairs	-840			
Organ fund	General fund	Reprography	11			
Hall fund	General fund	Reprography	2			
Hall fund	General fund	Boiler servicing contribution	260			
<b>General fund totals</b>			<u>-1,590</u>	<u>0</u>	<u>-1,590</u>	<u>-1,269</u>
Organ fund	General fund	Reprography		-11		
General fund	Organ fund	Organist's salary & organ repairs		840		
<b>Organ fund totals</b>			<u>0</u>	<u>829</u>	<u>829</u>	<u>818</u>
Bingo fund	Hall fund	Hall insurance contribution	-90			
<b>Bingo fund totals</b>			<u>-90</u>	<u>0</u>	<u>-90</u>	<u>-85</u>
Hall fund	General fund	Boiler servicing contribution	-260			
Hall fund	General fund	Reprography	-2			
General fund	Church hall fund	Hall insurance contribution	339			
General fund	Church hall fund	Hall electricity contribution	683			
Bingo fund	Church hall fund	Hall insurance contribution	90			
<b>Church hall fund totals</b>			<u>851</u>	<u>0</u>	<u>851</u>	<u>912</u>
SBACC	Fabric fund	Closure of account		-732		
<b>SBACC fund totals</b>			<u>0</u>	<u>-732</u>	<u>-732</u>	<u>0</u>
SBACC	Fabric fund	Transfer of funds		732		
<b>Fabric fund totals</b>			<u>0</u>	<u>732</u>	<u>732</u>	<u>-375</u>
<b>Grand totals</b>			<b>-829</b>	<b>829</b>	<b>0</b>	<b>0</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

The Parochial Church Council of the Ecclesiastical Parish of St Bartholomew, Armley with St. Mary New Wortley

On accounts for the year  
ended

31<sup>st</sup> December 2018

Charity no  
(if any)

1131632

Set out on pages

1-19

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2018**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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 the words in the brackets if they do not apply.*

Signed:

Date:

28<sup>th</sup> March 2019

Name:

Andrew Goyns

Relevant professional  
qualification(s) or body  
(if any):

Address:

28 George Street

Normanton

WF6 2LT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

*Not applicable*