

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF CHRIST CHURCH, EATON, NORWICH**
Registered Charity Number 1130553

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31ST DECEMBER 2018**

INCUMBENT
Rev Dr P.H. Richmond

BANK
Barclays Bank PLC.

PARISH OFFICE
Church Lane, Eaton, Norwich,
Norfolk, NR4 6NW

**PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
TRUSTEES' REPORT
YEAR ENDED 31st DECEMBER 2018**

General

The PCC is a registered Charity – Charity Number 1130553 – under the name:

Parochial Church Council of the Ecclesiastical Parish of Christ Church, Eaton, Norwich

Aims

The aims of the Charity are to promote the Church Mission in the Eaton Norwich Norfolk area by maintaining the Church and engaging in charitable fund raising work for the benefit of the local Church and also for the wider church mission aims.

The PCC has considered the Charity Commission's guidance on public benefit and tries to help people in the parish grow as disciples of Jesus Christ and in service to others. It maintains the building and keeps it open to the public throughout the year.

Accounts

The accounts are set out on pages 4 to 8 in the format prescribed by the Church Accounting Regulations. These are designed to comply with Charity Commission Regulations regarding financial statements for an entity of this size.

Treasurer's Comments on the Accounts

The Parochial Church Council aims to help people in the parish grow as disciples of Jesus Christ and in service to others. It maintains and develops the building and keeps it open to the public throughout the year. I hope to outline some of the financial initiatives we have undertaken to support these aims with some facts and figures which relate to 2018 – a very good year for Christ Church!

Our total Unrestricted Income for 2018 was £142,092 which compares well to the income in 2017 which was £125,391. Our income this year included a generous legacy of £15,000 from the estate of Mary Muff and two large anonymous donations of £5,000 each.

Our Total Unrestricted Expenditure in 2018 was £130,532 which was slightly less than the equivalent figure in 2017 which was £136,052.

Our income, boosted by extraordinary extra items, meant that we more than matched our Total Unrestricted Expenditure in 2018 resulting in a surplus of £11,560 in the General Fund this year – which compared with a deficit of £10,662 in 2017, when we had major expenditure to repair our heating and to complete the kitchenette development.

This year due to a minor administrative misunderstanding we have paid 98% of our Parish Share which equated to £62,903. In 2019 we will make up this shortfall and plan to pay the full amount of £64,497 as we have done in previous years.

The Friends Committee has had a very busy and successful year in fundraising £6,664 from three large Fundraising Events including in March a Quiz'n'Chips, in June an Open Gardens Event and in November a Festival of Angels. Another £3,155 was raised from a mixture of Membership Fees and Donations. It has been a hugely successful year for the Friends Committee and we are very grateful as a PCC for all the work members of the committee have done and all that they've added to our church this year.

During 2018 we had several fundraising objectives for repairing and enhancing our buildings. One major area of fundraising was for repair of our Church Roof which resulted in the creation of a restricted fund with expenditure of £20,342 just for that repair alone – this was the chief recipient of Friends Fundraising which as mentioned has raised £10,350 during 2018 with the remainder of the funds - £10,000 given by two very generous anonymous donors which meant that we covered the whole Roof Repair expense with a small balance left for future roof repairs.

Another major project and expense this year has been the completion of an Emergency Lighting System which has been in the investigation stages for at least 2 years now and in 2018 moved to planning and execution in December and costing £7,039. In November this year we also upgraded our church lighting at a cost of £1,644 and we have installed CCTV

**PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
TRUSTEES' REPORT
YEAR ENDED 31st DECEMBER 2018**

principally as an aid to our organist. On behalf of the PCC I'd like to thank Mike Brookes and Chris Mitchell who have acted as Project Managers in all these significant building enhancements. For 2019, your PCC has set a building budget of just under £13,000 to cover anticipated repairs associated with our quinquennial report and urgently needed improvements to our sound system.

Our vision for our Church is to be 'A welcoming church, willing to make sacrifices and room for others'. During 2018 we have made some new initiatives in this area. In 2018 we have utilised our recently refurbished kitchen to host our weekly 'Chat over a Cuppa' service on Monday afternoons and Lent Lunches during the penitential season. We have also hosted a very successful Angels Festival in November 2018 where many schools and community groups drew, sculpted, carved or knitted an Angel in their own creative style and we hosted several hundred visitors to our church made more possible by the excellent kitchenette facilities we had invested in during 2017.

Reserves Policy

It is PCC policy to try to maintain a balance on free reserves equal to at least three month's unrestricted payments. This is equivalent to £34,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year end was sufficient to meet this target.

Investment Policy

The Council's Investment policy is that of 'Cautious Safety' short term deposits.

Organisation

The Trustees usually meet on a monthly basis at which all matters regarding the running of the Church and its finances are discussed. Functions are delegated to working groups as necessary and Risks, both financial and physical, are discussed as a matter of course. Fire equipment condition was addressed in the year. All the members of the PCC are Trustees and their responsibilities have been made clear to them.

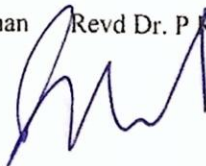
The following served on the Council during the year.

Clergy	The Rev'd Dr Patrick Richmond	
	The Rev'd Shawn Tomlinson	From 30.6.18
Readers	Mr Alistair Bolt	
	Mrs Bridget Archer	
	Mr John Harrison	
Wardens	Mrs Vivien Humber	
	Mrs Catherine Jeffries	
Deanery Synod	Mr John Harrison	
	Mrs Vivien Humber	
	Prof David Scott	
Other	Mr Mike Brookes	Until 29.4.18
Members of	Mr Tony Grubb	
PCC	Mr Ian Parkes	
	Mrs Kathleen Ladd	Co-opted 8.4.17, elected 29.4.18
	Mrs Susan Mitchell	Co-opted 8.4.17, elected and Secretary from 29.4.18
	Mr Chris Mitchell	From 29.4.18
	Ms Caroline Gibbs	Secretary and member until 29.4.18
	Ms Denise Back	Until 5.18
Treasurer	Mr David Archer	

Treasurer D Archer
8th April 2019



Chairman Revd Dr. P Richmond



PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH, EATON
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2018

		UNRESTRICTED FUNDS General	RESTRICTED FUNDS	TOTAL FUNDS	
	NOTE	£	£	2018 £	2017 £
INCOMING RESOURCES	2				
Incoming Resources from Donors	2a	93,148	531	93,680	92,898
Other Voluntary incoming resources	2b	15,000	19,869	34,869	16,949
Income from Charity and ancillary trading	2c	27,234	-	27,234	25,566
Income from investments	2d	6,710	-	6,710	7,269
		<u>142,092</u>	<u>20,400</u>	<u>162,492</u>	<u>142,682</u>
TOTAL INCOMING RESOURCES					
RESOURCES USED	3				
Grants and Donations	3a	186	2,355	2,541	1,325
Activities directly relating to the work of the churches	3b	114,584	20,482	135,066	164,036
Church management and administration	3c	15,763	45	15,808	16,059
		<u>130,532</u>	<u>22,882</u>	<u>153,414</u>	<u>181,420</u>
TOTAL RESOURCES USED					
NET INCOMING/OUTGOING RESOURCES		11,560 -	2,482	9,078 -	38,738
NET MOVEMENT IN FUNDS		<u>11,560 -</u>	<u>2,482</u>	<u>9,078 -</u>	<u>38,738</u>
Balances brought forward 1st January		124,408	9,707	134,115	172,853
Funds Transferred					0
Balances carried forward at 31st December		<u>135,968</u>	<u>7,225</u>	<u>143,193</u>	<u>134,115</u>

FUNDS BALANCES	page		
General Fund	7	124,939	115,608
Cottage Fund	7	1,507	342
Hall Fund	7	9,521	8,458
		<u>135,968</u>	<u>124,408</u>
Restricted funds			
Organ Fund	7	3,618	3,708
Friends of CCEPCC	7	211	3,048
Burial Ground Fund	7	50	50
Renovation Fund balance	7	2,119	2,119
Bell Tower Fund	7	782	782
Roof Fund	7	445	
		<u>7,225</u>	<u>9,707</u>
		<u>143,193</u>	<u>134,115</u>

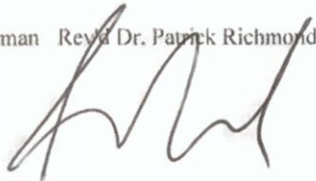
PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH, EATON
BALANCE SHEET
AS AT 31st DECEMBER 2018

	NOTE	2018	2017
		£	£
FIXED ASSETS			
Tangible fixed assets		0	0
CURRENT ASSETS			
Debtors and prepayments		4,468	422
Short term deposits		30,483	30,332
Cash and Bank		115,920	107,737
		<u>150,871</u>	<u>138,491</u>
LIABILITIES			
Amounts falling due within one year	14	<u>7,678</u>	<u>4,376</u>
NET CURRENT ASSETS		143,193	134,115
NET ASSETS		<u><u>143,193</u></u>	<u><u>134,115</u></u>

FUNDS			
Restricted Funds	page 3	7,225	9,707
Unrestricted Funds			
General Fund	page 3	124,939	115,608
Cottage Fund	page 3	1,507	342
Hall Repair Fund	page 3	9,521	8,458
	15	<u><u>143,193</u></u>	<u><u>134,115</u></u>

Approved by the Trustees on 8th April 2019 and signed on their behalf by:-

Chairman Revd Dr. Patrick Richmond



Treasurer

Mr D Archer



The notes on pages 5 to 7 form part of these accounts

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2018

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable current accounting standards and the Charities Act and SORP, under the historical cost convention. They are designed to comply Charity Commission Regulations regarding financial statements for an entity of this size.

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 are sums of money that are held in trust for particular purposes and can only be spent on those purposes. The accounts include all transactions 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.

INCOMING RESOURCES

Voluntary Income and Capital Sources

- 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 covenants or gift aid donations is recognised when received.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.
- Funds raised by Fetes, Garden Parties and similar events are accounted for gross.
- Sales of Books, and magazines from Church bookstall are accounted for gross.

Other Ordinary 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, any recoverable tax is accounted for in the same year.

RESOURCES USED

Grants

- Grants and Donations are accounted for when paid, or when awarded if a binding obligation is created.

Activities Directly Relating to the Work of the Church

- The Diocesan Quota or parish share is accounted for when payable. Any quota unpaid at 31st December is provided for as an operational liability and shown as a creditor.

FIXED ASSETS

Consecrated Land and Buildings and Movable Church Furnishings

- Consecrated and beneficed property is excluded from the accounts by S 96(2)(a) of the Charities Act 1993.
- 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 Statement of Financial Activities.

Other Fixtures, Fittings and Office Equipment

- Equipment used within the church premises is depreciated over 4 years when capitalised.
- Individual items of equipment with a purchase price of £1,000 or less are written off when acquired.

CURRENT ASSETS

- Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less any provision for amounts that may prove uncollectable.
- Short Term Deposits include cash held on deposit either with CBF Church of England Funds or the Bank.

FUNDS OPERATED

The PCC operated various funds during the year as follows:

General Fund	Unrestricted	To fund the general running and maintenance costs of the Church and PCC
Church Hall Fund	Unrestricted / Designated	Funds set aside for Running costs: maintenance and major repairs.
Cottage Fund	Unrestricted / Designated	Funds set aside for Running costs, maintenance and major repairs.
Organ Fund	Restricted	To fund Organ Replacement
Bell Tower Fund	Restricted	Donations received for renovation works
Church Renovation Fund	Restricted	Donations received for renovation works
Restoration (Windows) Fund	Restricted	Donations received for projects beyond general expenditure
Burial Fund	Restricted	Donations received specifically for Burial costs
Friends of CCEPCC	Restricted	Fund Raising for projects to be designated by the Friends.

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH, EATON
NOTES TO THE FINANCIAL STATEMENTS (continued)
AS AT 31st DECEMBER 2018

	UNRESTRICTED FUNDS £	RESTRICTED FUNDS £	TOTAL FUNDS	
			2018 £	2017 £
2 INCOMING RESOURCES				
2a Incoming resources from Donors				
Planned Giving	47,756		47,756	50,196
Income Tax Recovered	25,664	531	26,196	17,798
Collections at all services	15,610		15,610	18,242
Sundry Donations	4,118		4,118	6,662
	<u>93,148</u>	<u>531</u>	<u>93,680</u>	<u>92,898</u>
2b Other voluntary resources				
Legacies	15,000		15,000	-
Restoration Funds				
Organ		50	50	12,583
Kitchen & WC			-	1,360
Bell Tower			-	-
Windows			-	-
Friends of CCE		19,819	19,819	3,006
	<u>15,000</u>	<u>19,869</u>	<u>34,869</u>	<u>16,949</u>
2c Income from charitable and ancillary trading				
Church hall lettings etc.	14,358		14,358	15,025
Magazine Share	1,500		1,500	1,500
Garden Party	800		800	1,480
Other income	3,495		3,495	2,621
Fees	7,081		7,081	4,940
	<u>27,234</u>	<u>-</u>	<u>27,234</u>	<u>25,566</u>
2d Income from investments				
Cottage Rent Receivable	6,405		6,405	7,172
Bank interest	305		305	97
	<u>6,710</u>	<u>-</u>	<u>6,710</u>	<u>7,269</u>
TOTAL INCOMING RESOURCES	<u>142,092</u>	<u>20,400</u>	<u>162,492</u>	<u>142,682</u>
3 RESOURCES USED				
3a Grants and Donations				
Donations to nominated charities	186	2,355	2,541	1,325
	<u>186</u>	<u>2,355</u>	<u>2,541</u>	<u>1,325</u>
3b Activities directly related to Church work				
Ministry Parish Share	62,903		62,903	63,975
Pastoral Expenses	2,285		2,285	928
Service Costs - Organ & Choir Expenses etc.	9,347	140	9,488	5,492
Church - running expenses	15,422		15,422	14,370
Church Renovations	8,184	20,342	28,525	63,080
Social Activities	788		788	-
Children and Young people	622		622	392
Church hall running costs	7,133		7,133	11,523
Cottage running costs	7,899		7,899	4,276
	<u>114,584</u>	<u>20,482</u>	<u>135,066</u>	<u>164,036</u>
3c Church Management and Administration				
Office costs	14,263	45	14,308	15,409
Independent Examiner's Fees	1,500		1,500	650
	<u>15,763</u>	<u>45</u>	<u>15,808</u>	<u>16,059</u>
TOTAL RESOURCES USED	<u>130,532</u>	<u>22,882</u>	<u>153,414</u>	<u>181,420</u>
4 TRUSTEES REMUNERATION				
No Trustees received any remuneration or benefits during the year.				

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH, EATON
NOTES TO THE FINANCIAL STATEMENTS (continued)
AS AT 31st DECEMBER 2018

		2018	2017
		£	£
5 COLMAN ROAD COTTAGE FUND	33% Cottage income designated for running costs/repair fund; 67% to Church general funds.		
Opening Balance		342	2,228
Income - Rent		6,405	2,390
Expenditure		- 5,239	- 4,276
Closing Balance		<u>1,507</u>	<u>342</u>
6 PARISH HALL FUND	£8,000 rental income designated for running costs/repair fund; remainder to church funds		
Opening Balance		8,458	17,981
Transfers to-/ from General Fund		- 6,358	- 6,000
Income - Hall Hire		14,358	8,000
Expenditure		- 6,937	- 11,523
Closing Balance		<u>9,521</u>	<u>8,458</u>
7 CHURCH WINDOWS FUND	Income restricted for restoration of church windows		
Opening Balance		2,119	2,119
Closing Balance		<u>2,119</u>	<u>2,119</u>
8 ORGAN FUND	Income restricted for restoration of church organ		
Opening Balance		3,708	34,882
Income	Donations	50	12,583
	Tax recovered		250
Expenditure		- 140	- 44,007
Closing Balance		<u>3,618</u>	<u>3,708</u>
9 KITCHEN/WC FUND	Income restricted to build new disabled WC and social space		
Income	Donations		1,360
Expenditure		-	1,360
Closing Balance		<u>-</u>	<u>-</u>
10 BELL TOWER FUND	Income restricted to fund Bell Tower Renovation costs.		
Opening Balance		782	782
Closing Balance		<u>782</u>	<u>782</u>
11 BURIAL GROUND FUND	Income restricted to Burial costs		
Opening Balance		50	
Income			50
Closing Balance		<u>50</u>	<u>50</u>
12 FRIENDS OF CCEPCC	Fundraising Fund		
Opening Balance		3,048	
Income		10,350	3,006
Gift Aid tax recoveries			42
Expenditure		- 2,400	
Transfer		- 10,787	
Closing Balance		<u>211</u>	<u>3,048</u>
13 ROOF REPAIRS			
Income		10,000	
Transfer		10,787	
Expenditure		- 20,342	
Closing Balance		<u>- 445</u>	
14 LIABILITIES - amounts falling due within one year			
Accruals		1,500	1,907
Other Creditors		6,178	2,469
		<u>7,678</u>	<u>4,376</u>
15 ANALYSIS OF NET ASSETS BY FUNDS			
	2018		2017
	Unrestricted Funds	Restricted Funds	Unrestricted Funds
Current Assets	143,601	7,270	128,784
Current Liabilities	- 7,633	- 45	- 4,376
FUND BALANCE	<u>135,968</u>	<u>7,225</u>	<u>124,408</u>

**INDEPENDENT EXAMINER'S REPORT TO THE
PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH, EATON
FOR THE YEAR ENDED 31ST DECEMBER 2018.**

Charity number: 1130553

This report on the financial statements of the Christ Church, Eaton PCC for the year to 31st December 2018 which are set out on pages 3 to 7, is in respect of an examination carried out in accordance with the Church Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011 (the Act).

Respective responsibilities of Trustees and Independent Examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that no audit is required by the Regulations and section 144 of the Act applies. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations; and:

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

Basis of Independent Examiner's report

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 PCC and a comparison of the financial statements with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given in the accounts.

Independent Examiner's statement

In connection with my examination no matter has come to my attention:

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

Aleathia Mann
Aleathia Mann F.C.A., F.C.I.E
Aleathia Mann Ltd
Chartered Accountants.
14 Townsend Court
Reepham
Norfolk
NR10 4LD

Date: 8th January 2019