

Appendix 2: Membership of PCC Committees

PCC committees

As required under the Church Representation Rules, the PCC has a Standing Committee, which has the power to transact the business of the PCC between meetings. The Vicar and Churchwardens are ex *officio* members of the Standing Committee.

In addition the PCC has established eight committees to conduct identified areas of business. Each has its own terms of reference. The Vicar is an ex *officio* member of every PCC Committee. The Committees report regularly to the PCC. At 31st December 2018 the membership of each Committee was as below:

<b>Standing Committee:</b>	The Revd Jackie Bullen ( <i>Chair</i> ), Brian Green, Chris Wren, Suzie Robinson ( <i>Treasurer</i> ), Liz Eldred ( <i>Secretary</i> ), Sheila Barker, Bob Noyes
<b>Worship Committee:</b>	The Revd Jackie Bullen ( <i>Chair</i> ), Corinne Craymer, Jonathan Craymer, John Davis, Pat Hemsley, Pat Hope-Jones, the Revd Barbara Howitt, Barbara King, Alison Sampson, Mike Sampson, Linda Verdegem, Chris Wren
<b>Faith Development Committee</b>	Pat Hope-Jones ( <i>Chair</i> ) the Revd Jackie Bullen, the Revd Barbara Howitt, Pat Hemsley, Elaine Hunt, Yvette Magri, Liz Medlock, Marjorie Peck, John Tidy
<b>Mission and Evangelism Committee:</b>	The Revd Jackie Bullen ( <i>Chair</i> ), Brian Green, Pam Hendry, Jane Pawley, Chris Wren
<b>Fabric Committee:</b>	Geoff Sayers ( <i>Chair</i> ), the Revd Jackie Bullen, Brian Green, Sally House, Daphne Mair, Bob Noyes, Helen Wallace, Chris Wren
<b>Reordering Task Group:</b>	Geoff Sayers ( <i>Chair</i> ), the Revd Jackie Bullen, Brian Green, Chris Wren, Jan Bains, John Davis, Tim Ellingham, Phil Hemsley, Will Hendry, Daphne Mair, David Newman, Richard Sowell, Sarah Vassiliades
<b>Finance Committee:</b>	The Revd Jackie Bullen ( <i>Chair</i> ), Suzie Robinson ( <i>Treasurer</i> ), Jan Baines, Alan Eldred, Will Hendry
<b>Pastoral Committee:</b>	Eddie Miller ( <i>Chair</i> ), the Revd Jackie Bullen, Grace Cunningham, Liz Eldred, Jean Harris, Elaine Hunt, Sheila Barker, Phil Hemsley, Liz Medlock
<b>Communications Committee:</b>	Jane Hogg ( <i>Chair</i> ), Revd Jackie Bullen, Jonathan Craymer, Steve Collins, John Davis, Brian Green, Pat Hope-Jones, Daphne Mair, Suzie Robinson
<b>Events Committee:</b>	Yvette Magri ( <i>Chair</i> ), Revd Jackie Bullen, Ann Green, Pam Hendry, Jane Pawley, Tanya Sadikot, Bridget Steele

Appendix 3: Statement of Trustees’ Responsibility

The trustees are responsible for preparing the 'Trustees' Report and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

The law 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 incoming resources and application of resources 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping 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 1993, the Charity (Accounts and Reports) Regulations 2008 and trust deed. 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.

St Botolph's, Longthorpe

Report from The Parochial Church Council on the activities at St Botolph's in the year 2018



World War One Commemorative Event with exhibition and poppy display held on 3<sup>rd</sup> November.

Introduction

St Botolph’s Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Jackie Bullen, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is committed to enabling as many people as possible to worship at St Botolph’s and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the commitment made in 2017 to being a church which is open and welcoming to all people.

We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people in the community and parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St Botolph's and monitor and review the finances over which we exercise stewardship.

2018 has been a year of progress and looking forward for St Botolph’s with new initiatives being undertaken and existing projects being developed.

Worship

Worship Committee:

The aim of the Worship Committee is to consider our worship as a whole and to innovate, plan, review and suggest improvements or changes. The Committee has the role of agreeing the content of any events taking place in Church which may, or may not, be deemed a service.

This year we have spent quite a lot of time looking at music as an integral part of our worship and Corinne Craymer is now choosing the hymns to reflect the services/sermons and Gospel readings we have in Church. John Davis has taken on the role of finding musicians for our services which now includes several organists, pianists and the music group JC/DC who have provided music for several Sunday and other services. The Choir has continued to support the 9.30 service each week and special services under the direction of Henk Kamminga. Our service booklets are being revised (with minor alterations) but without the set musical arrangements, so we are able to ‘mix the music up a bit’.

Other decisions we have been involved with are trials in changes to the times of the winter Sunday evening services, Morning Prayer and Thursday morning Holy Communion. Several additional members of the serving

team, including young people, along with some new Eucharistic Assistants have been trained to take up these roles and are now serving regularly.

**Children and Young People:**

2018 has been an interesting year with some changes and some new ideas for family fun events.

**Sunday Groups:**

The two groups, Scramblers and Explorers continue to meet every Sunday except on ‘All In’ weeks. The worship is led and organised by the on duty children’s minister, and is supported by the additional leaders.



Fiona Yardley stepped down as children's minister early in the year before moving to her new home. We do miss her expertise and enthusiasm. This means we now have three children's ministers and up to seven further group helpers. With one children's minister and three helpers on rota each week the demand on the team is quite high. It is not uncommon for us to combine the groups and do our activities together when numbers of children or helpers are low. We may need to consider this more in the future.

We really appreciate those people who are willing to find time to commit to serving in this role and would love to encourage others to come and see what we do.

We have now used the Roots worship material for over a year and it continues to be a useful resource.

Over the year we have tried to shape the children's groups worship pattern to better reflect the structure of the Eucharistic service and will continue to develop this.

**All In Together:**

The All In Together service on the third Sunday of the month is now well established and we continue to try to get the balance right for the needs of the worshipping community. We meet monthly with Revd Jackie to plan and take on some of the responsibility for preparation and delivery of aspects of the service. We are beginning to establish a pattern in which the children's ministers take it in turn to deliver the 'talk' and we are working hard to make this simple and meaningful in a short time. As a team we are all developing and learning new skills too.

It is really good to see families engaging in this service and sitting at the front of the church. Our young people often ask some really great questions and help us all to think more about what we do in the service and why we do it. We welcome continued feedback of these services from all members of the congregation to

ensure this opportunity for inclusive worship can grow and be shaped to serve all our community.

**Young people of secondary school age:**

Like most churches, it remains a challenge to try to meet the needs of this age group within the life of the church.



*Fun at the Easter Egg Hunt*

We are blessed in Peterborough to have a local organisation, CROPS, who organise local worship events and short 'retreat' type breaks specifically for young people in this age bracket. It would be very good to find someone within St Botolph's who would be a key link with this resource to ensure we can access all that is on offer.

Revd Jackie is also in touch with 'Gen 2', the Diocese of Peterborough ministry team who encourage and support churches in their work with young people. We will explore this further in 2019.

**Baptisms, First Communion and Confirmation:**

In January Bishop Donald came to St Botolph's and eight people were confirmed. Their ages ranging from 13 years to 93 years young. It was a day of great celebration. No-one was admitted



*Bishop Donald confirmed eight people aged from 13 to 93*

to First Communion in 2018 but several young people were in conversation with Rev'd Jackie in preparation for taking this step.

The Christening Team were busy with their visits to families helping them to understand more about the church's teaching on baptism, supporting families as they prepare for their child's baptism and becoming a friend to the family. The Team is working well but additional members would allow us to do more with the families.

12 young people were baptised in 2018. It is a privilege to walk this journey with them. The annual Christening party in February is a highlight in the year. It is always good to catch up with people and to see the children playing and sharing

together while the adults get to know one another.

**Botolph's Buggy Buddies:**

Buggy Buddies has had a very successful year. We have had quite a number of new families join us, and we have also had some current families who have brought a new baby along. We have approximately 20 children each week. There is always a very happy atmosphere with lots of chat going on. Parents, grandparents and carers form new friendships with each other and also with the team of helpers. We have four helpers who are there every week and have set up a rota system for the additional help needed each week.

We celebrated our fifth birthday in June. We had a special teddy bear cake and some small cup cakes, all made by the lady residents of Peterborough prison. There was a real party atmosphere that morning.

We always end the morning with a singing session, often led by a mum. The children are very enthusiastic as they join in with the action songs. After singing we end the morning by taking all our problems to Jesus and bursting bubbles followed by our goodbye song.

working correctly and was expensive to run and it was hoped to replace it as part of the re-ordering scheme. The new system should result in lower electricity usage and give better lighting to all areas.

Charitable donations rose from £6,768 in 2017 to £20,230 in 2018. This is due to the timing of the donations made. The total for the 2 years is correct and averages at £13,499 which is the level agreed by the PCC.

**Deficit**

The deficit in 2018 was £6,468 after the cost of the new lighting. Without that expenditure it would have been a surplus of £2,244. We cannot become complacent about our financial situation but must remain hopeful that our regular committed giving will increase in 2019 to provide enough for the church to be part of the Church of England in Longthorpe and join with God's mission to His world.

**Reserves Policy**

The Finance Team and the PCC are currently considering the reserves policy in the light of current levels of income and expenditure and the planned reordering project.

**Legacies Policy**

The Finance Team is currently considering forming a legacies policy in line with guidance received from the Church of England.

**Administrative Information**

St Botolph's Church is situated in Thorpe Road, Longthorpe, Peterborough. It lies within the Deanery of Peterborough, in the Diocese of Peterborough.

Correspondence is addressed to:  
The Revd Jackie Bullen, 315 Thorpe Road, Peterborough PE3 6LU. (e-mail: jacqbullen@aol.com)

The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Botolph, Longthorpe is a charity registered with the Charity Commission, number 1131670. The charity's trustees are the members of the PCC.

PCC members who have served from 1 January 2018 to the date this report was approved are listed in Appendix 1, together with details of the PCC's bankers and independent examiner. A statement of Trustees' responsibilities is at Appendix 3.

**Structure, Governance and Management**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils (Powers) Measure 1956. The appointment of PCC members is governed by and set out in the Church Representation Rules. These rules provide that certain persons are *ex officio* members of the PCC: the Vicar, the Churchwardens, the elected representatives on Peterborough Deanery Synod and such other members of the Deanery and/or Diocesan Synod who are on the Church Electoral Roll. The rules also provide that there be a number of elected representatives of the laity on the PCC, who shall hold office from the conclusion of the annual meeting (APCM) at which they were elected to the conclusion of the third APCM thereafter.

- In addition –
- the APCM on 20 April 2010 resolved that Readers had the right to be appointed to the PCC if they wished;
  - the APCM on 29 April 2008 resolved that the number of elected representatives of the laity on the PCC be 9;
  - the APCM on 24 April 2007 resolved that no elected representative of the laity may hold office for more than six years continuously after the date of the APCM at which he/she was elected.

**Appendix 1: Details of PCC Members, Bankers and Independent Examiner**

PCC members who have served from 25th April 2017 until the date this report was approved are:

<i>Vicar</i>	The Revd Jackie Bullen ( <i>Chairman</i> )
<i>Readers</i>	Mrs Pat Hemsley, Mrs Pat Hope-Jones
<i>Churchwardens</i>	Mr Brian Green ( <i>Vice Chairman</i> ), Mr Chris Wren
<i>Elected representatives on Peterborough Deanery Synod</i>	Mrs Corinne Craymer, Mrs Eddie Miller, Mrs Yvette Magri, Miss Daphne Mair, Mr Jonathan Craymer
<i>Elected at APCM 2018</i>	Mrs Sheila Barker, Mrs Barbara King, Mr Will Hendry
<i>Elected at APCM 2017</i>	Mr Phil Hemsley, Mrs Pam Hendry, Mr Bob Noyes
<i>Elected at APCM 2016</i>	Mrs Suzie Robinson ( <i>Treasurer</i> ), Mrs Liz Eldred ( <i>Secretary</i> ), Mrs Ann Green, Mr Brian Green, Mr Bob Noyes*, Mrs Pam Hendry* (* casual vacancies)
<b>Bankers :</b>	Barclays Bank plc, PO Box 294, 1 Church Street, Peterborough PE11EZ
<b>Independent examiner</b>	Rawlinsons, Ruthlyn House, 90 Lincoln Road, Peterborough PE1 2SP



Support

Fabric Committee:

Reordering of the Church

A Faculty for the reordering of the Church was finally issued on 25<sup>th</sup> January 2018. (A Faculty for work to the organ had been issued on 9<sup>th</sup> June 2014 but the work was postponed so that it could be incorporated into the reordering work).

In view of the time that had elapsed since our proposals were developed and with the appointment of Jackie we have had an opportunity to review these proposals. It was felt that some changes were necessary to maximise the advantages of the reordering works. The main changes are to position the Organ in the North West corner, position the Rood on the line of the existing screen and position the Font in the South West corner.

A document was submitted to the DAC outlining the changes and explaining the reasoning for them. The DAC has expressed its support for the changes and a request for variation to the Faculty is to be sent to the Diocesan Registry.

A policy for disposal of the furnishings is being prepared and discussions have taken place on fundraising with the help of Michael Bunker.

The Church

Our Terms of Reference have been updated with particular reference to the

Church Burials and Cremation Plot policy.

Adjustments were carried out to the Sound System to overcome a number of problems that had developed.

The lights to the Cloister windows have been replaced with LED lamps.

The lights throughout the church have been converted to LED's to provide greater energy efficiency and the switching direct wired to provide better control.

Thanks to our team of volunteers who are responsible for the brass cleaning and general cleaning throughout the church & toilet areas who have kept everything spick & span for us.

The Churchyard

The annual gutter cleaning and minor maintenance work was carried out by Messrs John Lucas.

Remedial work to graves that had become unstable has been completed.

The Burial of Ashes area has been tidied by removing unwanted pots and sorting out the storage of spare pots.

A replacement Notice Board has been erected adjacent to the Eastern boundary. This was considered to be both distinctive and appropriate. A design for a V-shaped notice board was agreed and applications for a Faculty and Planning Approval have been made.

A concrete edging has been fitted to the gravel strip along Woburn Close to replace the dilapidated timber edging.

Thanks to our team of volunteers who have kept the churchyard in such good order throughout the year.

Health & Safety

Our Lettings Policy has been updated and now includes a safeguarding section requiring the agreement and signature of church hirers.

The annual Health & Safety Inspection and Report was completed and submitted to the PCC for acceptance. Annual testing of our systems including fire alarm, emergency lighting, fire extinguishers, lightening conductor, roof alarm and the boilers has been completed.

A new Smartwater Registration Policy has been taken out for the valuables and leadwork with a 5 year renewal.

We were sad to receive the resignation of Sally House as our Safety Officer, a role which she has undertaken with efficient commitment for 7 years. We are grateful to Daphne Mair who has kindly offered to take on responsibility as Safety Officer.

Guidance notes on Lone Working and Working at Height are in the process of preparation.

The beautiful building is a blessing to enjoy but it requires ongoing maintenance and improvement in order to make it fit for purpose in the years to come. We hope to develop and expand our outreach and extend our generosity to all those God has placed in our care.

As in previous years, Gift Aid is a vital part of our income being £17,492 in 2018.

Expenditure

Expenditure increased during the year mainly due to the replacement of the lighting system in church which cost £8,712. The old system was not

Some comments we have received this year - "...a good way to make friends", "...some weeks it is the only time for adult conversation", "...makes me feel part of the community".

Parade Services:

St Botolph's hosted another parade service for the Scouting & Girl Guiding movement on Remembrance Day. This was well attended by scouting families from all four of our Longthorpe sections. The beavers explained why poppies had become a national symbol of remembrance. The brownies enacted a war horse story, reflecting on the suffering and sacrifice made by so many animals in the war. The cubs told us about the contribution made by scouts and guides to support our nation and the scouts recounted the involvement and loss experienced by so many other countries across the globe. It was a moving service with a mix of traditional scouting songs and Church favourites, Taps and a minute's silence, finishing

with the 1919 peace version of God save the Queen.

Special Services and events:

This year we have held a number of new events and grown some of our long established ones.

On Shrove Tuesday we held our first ever Pancake Party. The turnout was very good and we were pleasantly surprised that this event was equally popular with all age groups, eager for a tasty pancake.

Our Good Friday Service was again busy. This year we changed the structure and told the Easter Story in an informal way through a series of readings, some interactive sessions and narration. This was a good opportunity for relaxed family worship, bringing families into church who do not normally attend.

We held another new event this year with our Heroes' Party on the 31<sup>st</sup> October. This was wonderful safe fun

for young people and their grown-ups and I'm sure we will be doing a similar event in the future.

The Crib Services were again popular with many families old and new joining us on Christmas Eve for this special part of the worship calendar. We continue to use the nativity from scratch which is much loved by all and gives an opportunity for young children especially to get involved in the story. It is a credit that our grown up children, who dressed up or read lessons many years ago, still love to attend this service and consider it an essential part of the Christmas celebration.

Longthorpe Tots and Pre School came into church for Harvest celebrations and at Christmas.

Again, we really appreciate the dedication and commitment from the teams involved without whom these services and events would not be possible.

Faith Development

Faith Development Committee

The major event for us in the year was the Bible Society's 'Bible Course', which we ran in the autumn. The eight sessions were run on Tuesday mornings as well as Wednesday evenings. It proved to be an excellent course which was well-attended, particularly the Tuesday morning sessions. The teaching material was well presented on film in two sections each week, with time for discussion in between. There were challenges, with some disagreement as to how literally to take some of the material, but it gave us a very good overall view of the whole Bible. Home Groups did not meet during the course in order to encourage as many as possible to attend.

The four Home Groups continue to thrive. Barbara Howitt's group meets on Monday mornings, Alpha + and the group in Ann and Michael Ratcliffe's home on Tuesday mornings and Alpha 10 on Wednesday evenings. The groups use different study material, all encouraging spiritual growth and giving support and fellowship to members. We would like to encourage more people to join Home Groups.



There were two Songs of Praise services. In January the theme was medical, with four people sharing experiences of giving or receiving health care. In July the theme was 'Moving On'. The participants each chose a hymn or worship song, which was significant for them, for us all to sing. These services were well attended and much enjoyed.

Jackie led a Quiet Day at Edenham Regional House on 20<sup>th</sup> October. The theme was 'Seek the Lord while he may be found. Call on him while he is near'. 25 people attended and the feedback was good.

Towards the end of the year Julie Tate agreed to take on organising the Library, which is very good news.

At Christmas we followed the Church of England theme of 'Follow the Star'. 50 copies of the booklet giving readings

from Christmas to Epiphany were purchased and given out at Christmas services.

Cursillo

In May Peterborough Anglican Cursillo held its 12<sup>th</sup> weekend. This took place at Launde Abbey with 10 participants from across the diocese, two of whom came from St Botolph's. Three members of St Botolph's were on the staff team.

Members of Cursillo met several times during the year either in small groups or in the larger gatherings which took place at St Botolph's, St Jude's and also with the Castor group at Sutton church. All meetings take place to encourage and support each other on our Christian journey. There is a much wider Cursillo membership across the Peterborough Diocese and across the UK. The wider Cursillo community meet three times yearly and the National is in September each year.

For more information checkout the website at [www.peterborough-cursillo.btcp.co.uk](http://www.peterborough-cursillo.btcp.co.uk), or ring Eddie Miller 07801436408 [edwina.miller2@btinternet.com](mailto:edwina.miller2@btinternet.com)



## Pastoral Committee:

The Pastoral Committee aims to encourage all members of the Church community to respond to the needs of the congregation and parish in obedience to Jesus' command to love one another as he loved us.

## Parish Nursing

This initiative is in its second year and following a focus on mental health wellbeing a Walk and Talk group was formed, which meets in church at 10.30am on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month. There have been regular walkers with others joining in occasionally - four walkers on average.

The Health Fayre was held on the 12<sup>th</sup> May in the Village Hall and was well received with over 100 people from the community attending. It was supported by local supermarkets and businesses as well as the congregation. Our own ladies demonstrated dancing for health and fitness. Some lucky people even got a reflexology massage to their feet! The U3A singing group came and showed how singing keeps us well.

The Parish Nurse has visited many who are unwell, housebound or hospitalised.

Several articles on Health Matters have been written for the Magazine. Talks on Parish Nursing have been given to three new organisations over the last 12 months.

## Prayer Ministry

There were two prayer circles, but these no longer function and no response was received from the Magazine article. However the Prayer Tree has been well used and there are guidance notes to the prayer leaves to be used. The votive candles area has been revamped and now contains some prayer cards that can be taken away; a small donation can be made. Prayer Ministry continues to be offered at the end of all services on the first Sunday of the Month.

## Home Communion

All who take Home Communion to the sick and housebound have new copies of the service and instruction for obtaining a communion set. Anyone who needs home communion can contact Eddie Miller on 07801 436408 who will coordinate the visits.



*Presentations were made to Barbara at the celebration of her ministry in July*

## Cloister Lunches

A two or three course hot meal is provided on the 3<sup>rd</sup> Wednesday of each month for a nominal price. On average 20 people attend to enjoy fellowship and eating together; all ages are represented! During Lent a weekly simple lunch of soup, bread and cheese is enjoyed.

## Safeguarding:

'St Botolph's Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all volunteers to share this commitment.'

During the past year the main change has been the introduction of the new national safeguarding training programme. A list of those personnel who needed to complete the training was established and all invited to attend the training. Over two separate evenings last year almost 40 people have been trained at C1 level at St Botolph's. A few have also completed the C1 training module online. In addition, leaders have completed the C2 training and clergy and licensed ministers the C3 module. To have a nationally approved safeguarding training programme in the Church is a significant step forward.

Beyond this major improvement it has been business as usual including reviewing and publishing the Safeguarding Policy as required of the PCC, ensuring that all newly appointed volunteers complete an enhanced DBS check prior to commencing their role and receive appropriate training, renewing DBS checks for volunteers whose previous check has expired and completing the annual Diocesan safeguarding audit.

In addition, Claire Drake, has been leading some C1 training for other churches across the Diocese at the request of the Diocesan Safeguarding Officer.

## Bereavement Support Group:

The first contact with bereaved families is by the vicar. She passes on their contact details to the Bereavement Group for follow up when appropriate.

## Marriage Preparation:

As most of our marriage couples do not live locally, marriage preparation is undertaken by the vicar on a one to one basis. Ongoing contact with couples is kept by the sending of anniversary cards by the Mothers' Union.

## Events Committee:

The Events Committee had a very comprehensive list of events during 2018 at which we helped provide refreshments and support on various occasions including:-

Pancake Party, Film Night, Passover meal, Jackie's celebrations of her 1<sup>st</sup> year at St Botolph's, Health Fair in the Village Hall, Cupcakes and Cream Teas at the Vicarage, Patronal Festival, Revd Barbara's 'retirement' lunch and the Harvest Supper.

Also arranged were a visit to Launde to see the snowdrops, Cathedral Tower Trip, Trip to Toilethorpe and a Quiz Night with Fish and Chip supper.

The aim of the committee is to provide help for church events and social occasions for the family of St Botolph to enjoy each other's company. If you have ideas for future events please see Yvette Magri (Chair) or Revd Jackie.

## Ministry:

The church's regular pattern of worship has continued throughout the year. This has been possible due to the support of the Revd Barbara Howitt, Retired Priest. Canon Haydn Smart, Revd Ray Hemingray and Canon Grant Brockhouse have also provided cover for services and funeral ministry which is greatly appreciated.

Pat Hope-Jones and Pat Hemsley continued in their Reader ministries. Due to the changing needs of the church and parish and their own circumstances, their

roles have adapted to make best use of the gifts and talents they bring to their roles.

Eddie Miller continues to develop her ministry as Lay Pastoral Minister and Parish Nurse aiming to serve the people of the church and the wider community and parish.

We are pleased to report that all three Licensed Lay Ministers were re-licensed to their roles by Bishop Donald in September 2018.

The ministry team continue to meet and

## Mission & Evangelism Committee:

Guided by the Revd Jackie, The Mission and Evangelism Committee continues to strive to make our Church a welcoming, friendly and spiritual place, not only for our congregation but for those who are yet to discover the joy of being a Christian.

We assisted with the Health Fair, organised by Edwina Miller, which attracted many people from across the city and was a fun day with serious health messages for all.

Carols on the Green has become extremely popular and this year we saw approximately 130 adults and children join us for what for many forms the beginning of their families' Christmas celebrations. It was a wonderful evening full of carols, mulled wine, mince pies and the odd joke thrown in!

## Communications Committee:

### Effective Communications

Daphne Mair and Jonathan Craymer attended events on effective communications inside and outside the church community. Their presentation helped the committee to draw up a mission statement and objectives with a view to making the church as welcoming as possible at all times.

### Church open sign

Jim Hogg kindly made a sign which is put outside the church daily to welcome all visitors.

### Roller banner

John Davis arranged for the banner, now usually by the south entrance to the

church, to be made in time for Eddie Miller's Health Fayre.

pray regularly. We are committed to working together with the common aim of using our God-given gifts for the benefit of the church and the wider community. We aim to do this by constantly and consistently monitoring and evaluating the Church's ministry and making plans for the future which will help to achieve the aims and objectives of the PCC.

Several people from the church attended the 'Explore' day in the Autumn which is primarily for those interested in training for ministry. It is hoped that all those



*The Heritage Open Day in September included a display of old Bibles*

## Noticeboards

A new noticeboard was erected by the entrance by the parking area. Work is in progress on the board at the front of the church. Thanks to Geoff Sayers for organising and funding these in memory of Wendy.

John Davis does sterling work ensuring that all notices are up to date and tidy.

## Magazine

The committee reviewed the way in which advertising appears in the Magazine. The rotas and Who's Who list have now been moved so that advertisers can be offered the back page. An index of advertisers has also been added. Parishioners who use a tradesman who advertises in the magazine are urged to tell them they found their details there!

## Pew News, Website, Facebook page, Twitter account

We continue to use and review as many ways of communicating as we can and are grateful to those who do the routine work, especially Ray Hemingray, Jackie Bullen, Pat Hope-Jones and Bob Noyes.

who feel called to a role within the church will be encouraged to explore their vocation.

## Organisations supporting the life of St Botolph's:

St Botolph's continues to be blessed by the active support of the Mothers' Union and Cursillo. Men of Botolph and Ladies of Botolph have ceased to meet but have been replaced by Breakfast at Botolph's on the first Saturday each month providing enjoyable fellowship and a talk.

## Events

The committee was involved in organising two successful Open Days: a Heritage Open Day, celebrating the church's history, on 15<sup>th</sup> September, and a World War One Commemorative Event with an exhibition and poppy display on 3<sup>rd</sup> November.

## GDPR

Over 300 forms were returned with half giving full consent to be contacted by the church in any way. The Church Directory (formerly called the Pastoral List) now has all contact details for use by the ministry team.

Observations: 83% of parishioners can now get Pew News by email. 83% of church members live in the parish. 18% respondents preferred to provide a mobile phone rather than a landline telephone number.

## Christian Aid Week 2018

Christian Aid Week is the annual house-to-house fundraising effort for the charity. This year the focus of the fundraising was the people of Haiti, who regularly experience some of the worst natural disasters in the world.

Volunteers at St Botolph's are amongst the many who post and collect Christian Aid's envelopes to households around the country. Our parish covers some 55 roads with around 1,300 households. This year 27 volunteers collected in around 40 roads, raising approximately £2,350 (including Gift Aid). This was less than in 2017 but it was still an impressive amount. Sincere thanks are due to those who collected and donated, including Tony Huggins who counted and banked the proceeds.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST BOTOLPH, LONGTHORPE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

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# PAROCHIAL CHURCH COUNCIL OF ST BOLOTPH'S LONGTHORPE

## **INDEPENDENT EXAMINER'S REPORT TO ST BOTOLPH'S LONGTHORPE PAROCHIAL PARISH COUNCIL**

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This report on the financial statements of St Botolph's Longthorpe Parochial Church Council for the year ended 31 December 2018, which are set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the 2011 Act').

### **Respective responsibilities of the PCC and the examiner**

As the members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of Regulations and section 144(2) of the 2011 Act do not apply and that an independent examination is needed.

It is my responsibility to :

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 under section 145 of the 2011 Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the 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 by 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 2011 Act: and
  - to prepare financial statements which accord with the accounting records and comply with the 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 accounts to be reached.

M A Jackson FCA  
Baldwins Holdings Limited t/a Rawlinsons  
Accountants

Ruthlyn House  
90 Lincoln Road  
Peterborough  
PE1 2SP

Date:

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Statement of financial activities for the year ended 31 December 2018

	Note	Unre- stricted Funds £	Design- ated Funds £	Restricted Funds £	2018 Total Funds £	2017 Total Funds £
<b>INCOME FROM:</b>						
Voluntary income	2(a)	121,196	-	6,776	127,972	153,538
Activities for generating funds	2(b)	589	-	-	589	912
Income from church activities	2(c)	11,132	156	-	11,288	12,152
Income from investments	2(d)	2,801	-	-	2,801	2,542
<b>TOTAL INCOME</b>		<b>135,718</b>	<b>156</b>	<b>6,776</b>	<b>142,650</b>	<b>169,144</b>
<b>EXPENDITURE ON:</b>						
Costs of generating voluntary income	3(a)	96	-	-	96	179
Church activities	3(b)	127,646	14,479	5,751	147,876	124,640
Governance costs	3(c)	906	-	-	906	906
Major capital expenditure	3(d)	240	-	-	240	5,935
<b>TOTAL RESOURCES EXPENDED</b>		<b>128,888</b>	<b>14,479</b>	<b>5,751</b>	<b>149,118</b>	<b>131,660</b>
<b>NET INCOMING/(OUTGOING)</b>						
<b>RESOURCES BEFORE TRANSFERS</b>		<b>6,830</b>	<b>(14,323)</b>	<b>1,025</b>	<b>(6,468)</b>	<b>37,484</b>
Transfers between funds		(49,437)	53,045	(3,608)	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES</b>						
<b>BEFORE OTHER RECOGNISED</b>						
<b>GAINS AND LOSSES</b>		<b>(42,607)</b>	<b>38,722</b>	<b>(2,583)</b>	<b>(6,468)</b>	<b>37,484</b>
Unrealised gains/(losses) on investments	5(b)	(1,283)	-	-	(1,283)	5,152
<b>NET MOVEMENT IN FUNDS</b>		<b>(43,890)</b>	<b>38,722</b>	<b>(2,583)</b>	<b>(7,751)</b>	<b>42,636</b>
Balances brought forward at 1 January	9	135,441	15,586	15,827	166,854	124,218
Balances carried forward at 31 December		<b>91,551</b>	<b>54,308</b>	<b>13,244</b>	<b>159,103</b>	<b>166,854</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Balance sheet at 31 December 2018

		2018	2017
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	5(a)	-	-
Investments	5(b)	70,865	72,148
		<u>70,865</u>	<u>72,148</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	4,494	5,681
Short term deposits		44,842	44,620
Cash in hand and at bank		38,902	44,741
		<u>88,238</u>	<u>95,042</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due in one year	7	-	(336)
		<u>-</u>	<u>(336)</u>
<b>NET CURRENT ASSETS</b>		88,238	94,706
<b>TOTAL NET ASSETS</b>	8	<u>159,103</u>	<u>166,854</u>
<b>CHURCH FUNDS</b>			
Unrestricted funds:			
General Fund		91,551	135,441
Designated funds:			
Charities Fund	10	12,187	13,465
Church Reordering Fund	11	42,121	2,121
		<u>54,308</u>	<u>15,586</u>
Restricted funds:			
Church Reordering Fund		7,244	5,663
Upkeep of Church Building		1,000	-
Children's Work Fund		5,000	5,000
Other restricted Funds	12	13,244	10,663
External Fund	13	-	3,608
Lent/Advent Appeals Fund	14	-	1,556
		<u>13,244</u>	<u>15,827</u>
<b>TOTAL CHURCH FUNDS</b>		<u>159,103</u>	<u>166,854</u>

Approved by the Parochial Church Council on ..... and signed on its behalf by:

Reverend J Bullen, PCC Chair .....

S Robinson, PCC Treasurer .....

E Eldred, PCC Secretary .....



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

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### 1 ACCOUNTING POLICIES

#### Accounting convention

These accounts have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK General Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements 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 (e.g. Longthorpe Mothers' Union), nor those that are informal gatherings of church members (e.g. Men of Botolph).

#### Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing these accounts.

#### Incoming resources

Collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### Resources expended

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to a contractual provision of the instrument.

#### Fixed assets

Consecrated and benefice property is excluded from the accounts in accordance with section 10(2)(c) of the Charities Act, 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### Funds

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object.

*Designated funds* are unrestricted funds set aside by the PCC for a particular purpose or purposes. Funds so designated by the PCC may be redesignated by the PCC, so designation does not prevent funds being spent on any other purpose.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of revision and future periods where the revision affects both current and future periods.

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

<b>2 INCOMING RESOURCES (£)</b>					
	Unrestricted funds	Designated funds	Restricted funds	Total 2018	Total 2017
<b>2(a) Voluntary incoming resources</b>					
Planned giving, eligible for Gift Aid:					
standing orders	84,454	-	-	84,454	84,269
envelopes and other	7,171	-	-	7,171	5,441
	91,625	-	-	91,625	89,710
Planned giving, ineligible for Gift Aid:					
standing orders	-	-	-	-	2,203
payroll giving, CAF vouchers	1,361	-	-	1,361	1,484
envelopes and other	-	-	-	-	1,804
	1,361	-	-	1,361	5,491
Collections at services:					
by Gift Aid	-	-	-	-	-
not by Gift Aid	3,504	-	390	3,894	2,868
	3,504	-	390	3,894	2,868
Donations and all other giving:					
Once-off donations by Gift Aid	5,173	-	3,718	8,891	13,407
Wall safe	364	-	-	364	283
Donations for coffee, biscuits	-	-	-	-	362
Sundry other donations , not by GA	758	-	1,087	1,845	3,581
	6,295	-	4,805	11,100	17,633
Gift Aid recoverable from HMRC:					
on planned giving	16,481	-	581	17,062	17,251
on unplanned giving	-	-	-	-	3,352
on small donations by GASDS	430	-	-	430	1,733
	16,911	-	581	17,492	22,336
Other voluntary income:					
Legacies	1,500	-	1,000	2,500	15,500
	1,500	-	1,000	2,500	15,500
<b>Voluntary incoming resources: total</b>	<b>121,196</b>	<b>-</b>	<b>6,776</b>	<b>127,972</b>	<b>153,538</b>
<b>2(b) Activities for generating funds</b>					
Photocopying charges	-	-	-	-	11
Use of church premises	589	-	-	589	901
<b>Fund-generating activities: total</b>	<b>589</b>	<b>-</b>	<b>-</b>	<b>589</b>	<b>912</b>
<b>2(c) Income from church activities</b>					
Fees (for funerals, weddings etc)	4,654	-	-	4,654	4,715
Magazine sales	1,891	-	-	1,891	1,846
Magazine advertising revenue	2,507	-	-	2,507	2,234
Breakfast, lunches and Harvest meal	694	156	-	850	458
Sales of books	498	-	-	498	393
Quiet Day, Parish Retreat participants	288	-	-	288	1,885
Other income	600	-	-	600	621
<b>Income from church activities: total</b>	<b>11,132</b>	<b>156</b>	<b>-</b>	<b>11,288</b>	<b>12,152</b>
<b>2(d) Income from investments</b>					
Interest	263	-	-	263	125
Dividends	2,538	-	-	2,538	2,417
<b>Investment income: total</b>	<b>2,801</b>	<b>-</b>	<b>-</b>	<b>2,801</b>	<b>2,542</b>
<b>Total incoming resources</b>	<b>135,718</b>	<b>156</b>	<b>6,776</b>	<b>142,650</b>	<b>169,144</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

3 RESOURCES EXPENDED (£)				2018	2017	
	Unrestricted funds	Designated funds	Restricted funds	Total Funds	Total Funds	
3(a) Costs of generating voluntary income						
Stewardship expenses, etc	96	-	-	96	179	
3(b) Church activities						
Charitable donations	-	14,479	5,751	20,230	6,768	
Ministry:						
Parish Share and Deanery quota	82,783	-	-	82,783	79,984	
Parish priest's expenses	1,468	-	-	1,468	1,392	
Expenses of other ministers & laity	554	-	-	554	-	
	84,805	-	-	84,805	81,376	
Worship:						
Choir and music	588	-	-	588	392	
Altar requisites	1,824	-	-	1,824	955	
Flowers	250	-	-	250	535	
Other devotional material	1,020	-	-	1,020	565	
Baptism preparation	224	-	-	224	168	
	3,906	-	-	3,906	2,615	
Pastoral care:						
Marriage preparation	3	-	-	3	121	
Bereavement group	-	-	-	-	24	
Coffee/biscuits	363	-	-	363	225	
Cloister lunches	192	-	-	192	182	
Other refreshments	489	-	-	489	178	
Parish nursing	2,012	-	-	2,012	1,960	
Passover meal	101	-	-	101	-	
Pastoral care, general	85	-	-	85	4	
	3,245	-	-	3,245	2,694	
Faith development:						
Children's groups	202	-	-	202	50	
Youth work	-	-	-	-	186	
Confirmation classes	148	-	-	148	136	
Christian books for resale	637	-	-	637	150	
Bibles & books, not for resale	485	-	-	485	450	
Parish retreat / quiet day	336	-	-	336	2,050	
Pilgrim course	-	-	-	-	94	
Advent calendars, Easter eggs, shoe boxes	211	-	-	211	-	
	2,019	-	-	2,019	3,116	
Mission and evangelism:						
Buggy buddies	7	-	-	7	49	
Other evangelism and mission	117	-	-	117	614	
	124	-	-	124	663	
3(b) Church activities	c/f	94,099	14,479	5,751	114,329	97,232



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 3 RESOURCES EXPENDED (continued) (£)

		Unrestricted funds	Designated funds	Restricted funds	2018 Total Funds	2017 Total Funds
<b>3(b) Church activities</b>	b/f	94,099	14,479	5,751	114,329	97,232
Communication:						
Magazine		2,932	-	-	2,932	3,504
Newsletter and website		45	-	-	45	50
Posters		506	-	-	506	118
Communication, other		250	-	-	250	206
		<u>3,733</u>	<u>-</u>	<u>-</u>	<u>3,733</u>	<u>3,878</u>
Church running expenses:						
Gas		3,214	-	-	3,214	3,703
Electricity		618	-	-	618	1,937
Water		275	-	-	275	270
Telephone		259	-	-	259	162
Internet services		163	-	-	163	435
		<u>4,529</u>	<u>-</u>	<u>-</u>	<u>4,529</u>	<u>6,507</u>
Church building, contents and land:						
Insurance		2,671	-	-	2,671	1,935
Depreciation		-	-	-	-	-
Movable fixtures, fittings & equipment		778	-	-	778	3,511
Building maintenance		11,829	-	-	11,829	3,581
Minor church building works		414	-	-	414	-
Upkeep of churchyard		1,348	-	-	1,348	2,179
Glebe land rent		-	-	-	-	287
		<u>17,040</u>	<u>-</u>	<u>-</u>	<u>17,040</u>	<u>11,493</u>
Contractual staff payments, honoraria:						
Organist		2,410	-	-	2,410	735
Honorarium to assisting priest		-	-	-	-	480
Assisting priests during interregnum		-	-	-	-	519
Gifts		1,132	-	-	1,132	612
		<u>3,542</u>	<u>-</u>	<u>-</u>	<u>3,542</u>	<u>2,346</u>
Support costs:						
Lease payments, photocopying costs		3,188	-	-	3,188	2,960
Stationery, postage etc n.e.s.		880	-	-	880	179
Treasurer's expenses		635	-	-	635	26
Other		-	-	-	-	19
		<u>4,703</u>	<u>-</u>	<u>-</u>	<u>4,703</u>	<u>3,184</u>
<b>Total cost of church activities</b>		<b>127,646</b>	<b>14,479</b>	<b>5,751</b>	<b>147,876</b>	<b>124,640</b>
<b>3(c) Governance costs</b>						
Fees of independent examiner		906	-	-	906	906
<b>3(d) Major capital expenditure</b>						
Interior re-ordering project		240	-	-	240	5,935
		<u>240</u>	<u>-</u>	<u>-</u>	<u>240</u>	<u>5,935</u>
<b>Total resources expended</b>		<b>128,888</b>	<b>14,479</b>	<b>5,751</b>	<b>149,118</b>	<b>131,660</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 4 STAFF COSTS

The PCC employs no staff. The services of the organist are provided under a contractual agreement. All other tasks required to be performed for the maintenance of the church are provided free of charge by numerous volunteers. In particular, the church benefited in 2018 from the unpaid services of the Assisting Priest, three Readers and two Lay Pastoral Ministers.

No payments were made to any PCC member, other than the reimbursement of expenses necessarily incurred by PCC members in the performance of their voluntary duties on behalf of the PCC.

### 5 FIXED ASSETS (£)

#### (a) Tangible

	Photo-copier	Chairs	Lawn-mower	2018 Total Funds	2017 Total Funds
Actual cost					
At 1 January 2018	3,773	500	600	4,873	4,873
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 December 2018	3,773	500	600	4,873	4,873
Depreciation					
At 1 January 2018	3,773	500	600	4,873	4,873
Charge for the year	-	-	-	-	-
At 31 December 2018	3,773	500	600	4,873	4,873
Net book value					
At 1 January 2018	-	-	-	-	-
At 31 December 2018	-	-	-	-	-

#### (b) Investments

	2018	2017
Market value 1 January 2018	72,148	66,996
Unrealised revaluation gain	(1,283)	5,152
Market value at 31 December 2018	70,865	72,148

### 6 DEBTORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	Funds held as agent	2018 Total Funds	2017 Total Funds
Income tax recoverable	4,494	-	-	-	4,494	5,261
Other debtors	-	-	-	-	-	420
<b>Total debtors</b>	4,494	-	-	-	4,494	5,681

### 7 CREDITORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	Funds held as agent	2018 Total Funds	2017 Total Funds
Other creditors	-	-	-	-	-	336
<b>Total creditors</b>	-	-	-	-	-	336

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 8 ANALYSIS OF NET ASSETS BY FUND (£)

	Unrestricted Funds	Designated Funds	Restricted Funds	Funds held as agent	2018 Total Funds	2017 Total Funds
Tangible fixed assets	-	-	-	-	-	-
Investments	70,865	-	-	-	70,865	72,148
Fixed assets	70,865	-	-	-	70,865	72,148
Debtors	4,494	-	-	-	4,494	5,681
Cash and short-term deposits	16,192	54,308	13,244	-	83,744	89,361
Current assets	20,686	54,308	13,244	-	88,238	95,042
Current liabilities		-	-	-	-	(336)
	91,551	54,308	13,244	-	159,103	166,854

### 9 SUMMARY OF FUND BALANCES (£)

Summary of Fund Balances (2)

	Movements in 2018				
	Balance at 31.12.17	Surplus/ (deficit)	Inter-Fund Transfers	Inc/(dec) in balance	Balance at 31.12.18
<b>Unrestricted funds</b>					
General Fund	135,441	5,547	(49,437)	(43,890)	91,551
	135,441	5,547	(49,437)	(43,890)	91,551
<b>Designated funds</b>					
Charities Fund	13,465	(14,323)	13,045	(1,278)	12,187
Church Reordering Fund	2,121	-	40,000	40,000	42,121
	15,586	(14,323)	53,045	38,722	54,308
<b>Restricted funds</b>					
Church Reordering Fund	5,663	1,581	-	1,581	7,244
Upkeep of Church Building	-	1,000	-	1,000	1,000
Children's Work Fund	5,000	-	-	-	5,000
Other Restricted Subtotal	10,663	2,581	-	2,581	13,244
External Fund	3,608	-	(3,608)	(3,608)	-
Lent & Advent Appeals	1,556	(1,556)	-	(1,556)	-
	15,827	1,025	(3,608)	(2,583)	13,244
<b>Total funds</b>	166,854	(7,751)	-	(7,751)	159,103



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 10 CHARITIES FUND (designated funds)

*It is the policy of the PCC to tithe all unrestricted undesignated income. This is effected by an annual transfer from the General Fund of approximately 10% of that Fund's income to the Charities Fund.*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	12,911	956
Incoming resources	156	-
Resources expended	(14,479)	(3,045)
Net surplus/(deficit)	(14,323)	(3,045)
Transfers to/(from) Charities Fund:		
From General Fund	12,500	15,000
From External Fund	545	-
Total transfers	13,045	15,000
Fund balance at 31.12.2018	11,633	12,911

#### Resources expended

##### Church activities

##### Donations:

Mission partners overseas	3,700	-
Mr G and Mrs S Giles	1,079	1,845
Church and mission in the UK	1,000	-
Secular charities overseas	2,700	1,200
Secular charities in the UK	6,000	-

<b>Total resources expended</b>	<b>14,479</b>	<b>3,045</b>
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### 11 CHURCH REORDERING FUND (designated funds)

*The Church Reordering Fund was established by the PCC during 2015 to hold funds donated or generated specifically for the church reordering project.*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	2,675	1,966
Incoming resources	-	709
Resources expended	-	-
Net surplus/(deficit)	-	709
Transfers to/(from) Church Reordering Fund:		
From General Fund	40,000	-
Total transfers	40,000	-
Fund balance at 31.12.2018	42,675	2,675

#### Incoming resources

##### Voluntary income

Once-off donations by Gift Aid	-	567
Income tax recoverable	-	142
<b>Total incoming resources</b>	<b>-</b>	<b>709</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 12 OTHER RESTRICTED FUNDS

*Other restricted funds comprise funds donated for specific purposes within the Church.*

*As at 31 December 2018 the funds consists of £6,581 held for the Church re-ordering project (2017 - £5,000), £1,000 for upkeep of the Church building (2017 - £Nil), and £5,000 held for the Children's work (2017 - £5,000).*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	10,663	5,663
Incoming resources	2,581	5,000
Resources expended	-	-
Net surplus/(deficit)	2,581	5,000
Fund balance at 31.12.2018	13,244	10,663

#### Incoming resources

##### Voluntary income

Donations by individuals

1,581 5,000

Legacy income

1,000 -

**Total incoming resources**

**2,581 5,000**

### 13 EXTERNAL FUND (restricted funds)

*The External Fund comprises funds which are donated for specified external charities.*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	3,608	3,608
Incoming resources	-	-
Resources expended	-	-
Net surplus/(deficit)	-	-
Transfers to/(from) External Fund:		
To General Fund	(3,063)	-
To Charities Fund	(545)	-
Total transfers	(3,608)	-
Fund balance at 31.12.2018	-	3,608

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

<b>14 LENT AND ADVENT APPEALS (restricted funds)</b>	<b>2018</b>	<b>2017</b>
<b>Summary</b>		
Fund balance at 31.12.2017	1,556	1,006
Incoming resources	4,195	4,273
Resources expended	(5,751)	(3,723)
Net surplus/(deficit)	(1,556)	550
Fund balance at 31.12.2018	-	1,556

### 14(a) LENT APPEAL

	<b>2018</b>	<b>2017</b>
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Once-off donations by Gift Aid	852	1,622
Donations, not by Gift Aid	1,087	209
Income tax recoverable	162	405
<b>Total incoming resources</b>	<b>2,101</b>	<b>2,236</b>
<b>Resources expended</b>		
Donations:		
Mr G and Mrs S Giles	2,347	1,831
Mary Rewers	1,310	-
<b>Total resources expended</b>	<b>3,657</b>	<b>1,831</b>

### 14(b) ADVENT APPEALS

	<b>Year 2018</b>	<b>Year 2017</b>
<b>Incoming resources</b>		
<b>Voluntary income</b>		
Donations, by Gift Aid	1,285	579
Donations, individuals, not by Gift Aid	390	1,283
Donations, groups, not by Gift Aid	-	30
Income tax recoverable	419	145
<b>Total incoming resources</b>	<b>2,094</b>	<b>2,037</b>
<b>Resources expended</b>		
<b>Church activities</b>		
Donations:		
Crisis	2,094	-
Peterborough Soup Kitchen	-	1,892
<b>Total resources expended</b>	<b>2,094</b>	<b>1,892</b>



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST BOTOLPH, LONGTHORPE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

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# PAROCHIAL CHURCH COUNCIL OF ST BOLOTPH'S LONGTHORPE

## **INDEPENDENT EXAMINER'S REPORT TO ST BOTOLPH'S LONGTHORPE PAROCHIAL PARISH COUNCIL**

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This report on the financial statements of St Botolph's Longthorpe Parochial Church Council for the year ended 31 December 2018, which are set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the 2011 Act').

### **Respective responsibilities of the PCC and the examiner**

As the members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of Regulations and section 144(2) of the 2011 Act do not apply and that an independent examination is needed.

It is my responsibility to :

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 under section 145 of the 2011 Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the 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 by 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 2011 Act: and
  - to prepare financial statements which accord with the accounting records and comply with the 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 accounts to be reached.

M A Jackson FCA  
Baldwins Holdings Limited t/a Rawlinsons  
Accountants

Ruthlyn House  
90 Lincoln Road  
Peterborough  
PE1 2SP

Date:

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Statement of financial activities for the year ended 31 December 2018

	Note	Unre- stricted Funds £	Design- ated Funds £	Restricted Funds £	2018 Total Funds £	2017 Total Funds £
<b>INCOME FROM:</b>						
Voluntary income	2(a)	121,196	-	6,776	127,972	153,538
Activities for generating funds	2(b)	589	-	-	589	912
Income from church activities	2(c)	11,132	156	-	11,288	12,152
Income from investments	2(d)	2,801	-	-	2,801	2,542
<b>TOTAL INCOME</b>		<b>135,718</b>	<b>156</b>	<b>6,776</b>	<b>142,650</b>	<b>169,144</b>
<b>EXPENDITURE ON:</b>						
Costs of generating voluntary income	3(a)	96	-	-	96	179
Church activities	3(b)	127,646	14,479	5,751	147,876	124,640
Governance costs	3(c)	906	-	-	906	906
Major capital expenditure	3(d)	240	-	-	240	5,935
<b>TOTAL RESOURCES EXPENDED</b>		<b>128,888</b>	<b>14,479</b>	<b>5,751</b>	<b>149,118</b>	<b>131,660</b>
<b>NET INCOMING/(OUTGOING)</b>						
<b>RESOURCES BEFORE TRANSFERS</b>		<b>6,830</b>	<b>(14,323)</b>	<b>1,025</b>	<b>(6,468)</b>	<b>37,484</b>
Transfers between funds		(49,437)	53,045	(3,608)	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES</b>						
<b>BEFORE OTHER RECOGNISED</b>						
<b>GAINS AND LOSSES</b>		<b>(42,607)</b>	<b>38,722</b>	<b>(2,583)</b>	<b>(6,468)</b>	<b>37,484</b>
Unrealised gains/(losses) on investments	5(b)	(1,283)	-	-	(1,283)	5,152
<b>NET MOVEMENT IN FUNDS</b>		<b>(43,890)</b>	<b>38,722</b>	<b>(2,583)</b>	<b>(7,751)</b>	<b>42,636</b>
Balances brought forward at 1 January	9	135,441	15,586	15,827	166,854	124,218
Balances carried forward at 31 December		<b>91,551</b>	<b>54,308</b>	<b>13,244</b>	<b>159,103</b>	<b>166,854</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Balance sheet at 31 December 2018

		2018	2017
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	5(a)	-	-
Investments	5(b)	70,865	72,148
		<u>70,865</u>	<u>72,148</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	6	4,494	5,681
Short term deposits		44,842	44,620
Cash in hand and at bank		38,902	44,741
		<u>88,238</u>	<u>95,042</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due in one year	7	-	(336)
		<u>-</u>	<u>(336)</u>
<b>NET CURRENT ASSETS</b>		88,238	94,706
<b>TOTAL NET ASSETS</b>	8	<u>159,103</u>	<u>166,854</u>
<b>CHURCH FUNDS</b>			
Unrestricted funds:			
General Fund		91,551	135,441
Designated funds:			
Charities Fund	10	12,187	13,465
Church Reordering Fund	11	42,121	2,121
		<u>54,308</u>	<u>15,586</u>
Restricted funds:			
Church Reordering Fund		7,244	5,663
Upkeep of Church Building		1,000	-
Children's Work Fund		5,000	5,000
Other restricted Funds	12	13,244	10,663
External Fund	13	-	3,608
Lent/Advent Appeals Fund	14	-	1,556
		<u>13,244</u>	<u>15,827</u>
<b>TOTAL CHURCH FUNDS</b>		<u>159,103</u>	<u>166,854</u>

Approved by the Parochial Church Council on ..... and signed on its behalf by:

Reverend J Bullen, PCC Chair .....

S Robinson, PCC Treasurer .....

E Eldred, PCC Secretary .....

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

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### 1 ACCOUNTING POLICIES

#### **Accounting convention**

These accounts have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK General Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements 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 (e.g. Longthorpe Mothers' Union), nor those that are informal gatherings of church members (e.g. Men of Botolph).

#### **Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing these accounts.

#### **Incoming resources**

Collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources expended**

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### **Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to a contractual provision of the instrument.

#### **Fixed assets**

Consecrated and benefice property is excluded from the accounts in accordance with section 10(2)(c) of the Charities Act, 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object.

*Designated funds* are unrestricted funds set aside by the PCC for a particular purpose or purposes. Funds so designated by the PCC may be redesignated by the PCC, so designation does not prevent funds being spent on any other purpose.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### **Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources.

The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of revision and future periods where the revision affects both current and future periods.



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

<b>2 INCOMING RESOURCES (£)</b>					
	Unrestricted funds	Designated funds	Restricted funds	Total 2018	Total 2017
<b>2(a) Voluntary incoming resources</b>					
Planned giving, eligible for Gift Aid:					
standing orders	84,454	-	-	84,454	84,269
envelopes and other	7,171	-	-	7,171	5,441
	91,625	-	-	91,625	89,710
Planned giving, ineligible for Gift Aid:					
standing orders	-	-	-	-	2,203
payroll giving, CAF vouchers	1,361	-	-	1,361	1,484
envelopes and other	-	-	-	-	1,804
	1,361	-	-	1,361	5,491
Collections at services:					
by Gift Aid	-	-	-	-	-
not by Gift Aid	3,504	-	390	3,894	2,868
	3,504	-	390	3,894	2,868
Donations and all other giving:					
Once-off donations by Gift Aid	5,173	-	3,718	8,891	13,407
Wall safe	364	-	-	364	283
Donations for coffee, biscuits	-	-	-	-	362
Sundry other donations , not by GA	758	-	1,087	1,845	3,581
	6,295	-	4,805	11,100	17,633
Gift Aid recoverable from HMRC:					
on planned giving	16,481	-	581	17,062	17,251
on unplanned giving	-	-	-	-	3,352
on small donations by GASDS	430	-	-	430	1,733
	16,911	-	581	17,492	22,336
Other voluntary income:					
Legacies	1,500	-	1,000	2,500	15,500
	1,500	-	1,000	2,500	15,500
<b>Voluntary incoming resources: total</b>	<b>121,196</b>	<b>-</b>	<b>6,776</b>	<b>127,972</b>	<b>153,538</b>
<b>2(b) Activities for generating funds</b>					
Photocopying charges	-	-	-	-	11
Use of church premises	589	-	-	589	901
<b>Fund-generating activities: total</b>	<b>589</b>	<b>-</b>	<b>-</b>	<b>589</b>	<b>912</b>
<b>2(c) Income from church activities</b>					
Fees (for funerals, weddings etc)	4,654	-	-	4,654	4,715
Magazine sales	1,891	-	-	1,891	1,846
Magazine advertising revenue	2,507	-	-	2,507	2,234
Breakfast, lunches and Harvest meal	694	156	-	850	458
Sales of books	498	-	-	498	393
Quiet Day, Parish Retreat participants	288	-	-	288	1,885
Other income	600	-	-	600	621
<b>Income from church activities: total</b>	<b>11,132</b>	<b>156</b>	<b>-</b>	<b>11,288</b>	<b>12,152</b>
<b>2(d) Income from investments</b>					
Interest	263	-	-	263	125
Dividends	2,538	-	-	2,538	2,417
<b>Investment income: total</b>	<b>2,801</b>	<b>-</b>	<b>-</b>	<b>2,801</b>	<b>2,542</b>
<b>Total incoming resources</b>	<b>135,718</b>	<b>156</b>	<b>6,776</b>	<b>142,650</b>	<b>169,144</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

3 RESOURCES EXPENDED (£)				2018	2017	
	Unrestricted funds	Designated funds	Restricted funds	Total Funds	Total Funds	
3(a) Costs of generating voluntary income						
Stewardship expenses, etc	96	-	-	96	179	
3(b) Church activities						
Charitable donations	-	14,479	5,751	20,230	6,768	
Ministry:						
Parish Share and Deanery quota	82,783	-	-	82,783	79,984	
Parish priest's expenses	1,468	-	-	1,468	1,392	
Expenses of other ministers & laity	554	-	-	554	-	
	84,805	-	-	84,805	81,376	
Worship:						
Choir and music	588	-	-	588	392	
Altar requisites	1,824	-	-	1,824	955	
Flowers	250	-	-	250	535	
Other devotional material	1,020	-	-	1,020	565	
Baptism preparation	224	-	-	224	168	
	3,906	-	-	3,906	2,615	
Pastoral care:						
Marriage preparation	3	-	-	3	121	
Bereavement group	-	-	-	-	24	
Coffee/biscuits	363	-	-	363	225	
Cloister lunches	192	-	-	192	182	
Other refreshments	489	-	-	489	178	
Parish nursing	2,012	-	-	2,012	1,960	
Passover meal	101	-	-	101	-	
Pastoral care, general	85	-	-	85	4	
	3,245	-	-	3,245	2,694	
Faith development:						
Children's groups	202	-	-	202	50	
Youth work	-	-	-	-	186	
Confirmation classes	148	-	-	148	136	
Christian books for resale	637	-	-	637	150	
Bibles & books, not for resale	485	-	-	485	450	
Parish retreat / quiet day	336	-	-	336	2,050	
Pilgrim course	-	-	-	-	94	
Advent calendars, Easter eggs, shoe boxes	211	-	-	211	-	
	2,019	-	-	2,019	3,116	
Mission and evangelism:						
Buggy buddies	7	-	-	7	49	
Other evangelism and mission	117	-	-	117	614	
	124	-	-	124	663	
3(b) Church activities	c/f	94,099	14,479	5,751	114,329	97,232

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 3 RESOURCES EXPENDED (continued) (£)

		Unrestricted funds	Designated funds	Restricted funds	2018 Total Funds	2017 Total Funds
<b>3(b) Church activities</b>	b/f	94,099	14,479	5,751	114,329	97,232
Communication:						
Magazine		2,932	-	-	2,932	3,504
Newsletter and website		45	-	-	45	50
Posters		506	-	-	506	118
Communication, other		250	-	-	250	206
		<u>3,733</u>	<u>-</u>	<u>-</u>	<u>3,733</u>	<u>3,878</u>
Church running expenses:						
Gas		3,214	-	-	3,214	3,703
Electricity		618	-	-	618	1,937
Water		275	-	-	275	270
Telephone		259	-	-	259	162
Internet services		163	-	-	163	435
		<u>4,529</u>	<u>-</u>	<u>-</u>	<u>4,529</u>	<u>6,507</u>
Church building, contents and land:						
Insurance		2,671	-	-	2,671	1,935
Depreciation		-	-	-	-	-
Movable fixtures, fittings & equipment		778	-	-	778	3,511
Building maintenance		11,829	-	-	11,829	3,581
Minor church building works		414	-	-	414	-
Upkeep of churchyard		1,348	-	-	1,348	2,179
Glebe land rent		-	-	-	-	287
		<u>17,040</u>	<u>-</u>	<u>-</u>	<u>17,040</u>	<u>11,493</u>
Contractual staff payments, honoraria:						
Organist		2,410	-	-	2,410	735
Honorarium to assisting priest		-	-	-	-	480
Assisting priests during interregnum		-	-	-	-	519
Gifts		1,132	-	-	1,132	612
		<u>3,542</u>	<u>-</u>	<u>-</u>	<u>3,542</u>	<u>2,346</u>
Support costs:						
Lease payments, photocopying costs		3,188	-	-	3,188	2,960
Stationery, postage etc n.e.s.		880	-	-	880	179
Treasurer's expenses		635	-	-	635	26
Other		-	-	-	-	19
		<u>4,703</u>	<u>-</u>	<u>-</u>	<u>4,703</u>	<u>3,184</u>
<b>Total cost of church activities</b>		<b>127,646</b>	<b>14,479</b>	<b>5,751</b>	<b>147,876</b>	<b>124,640</b>
<b>3(c) Governance costs</b>						
Fees of independent examiner		906	-	-	906	906
<b>3(d) Major capital expenditure</b>						
Interior re-ordering project		240	-	-	240	5,935
		<u>240</u>	<u>-</u>	<u>-</u>	<u>240</u>	<u>5,935</u>
<b>Total resources expended</b>		<b>128,888</b>	<b>14,479</b>	<b>5,751</b>	<b>149,118</b>	<b>131,660</b>

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 4 STAFF COSTS

The PCC employs no staff. The services of the organist are provided under a contractual agreement. All other tasks required to be performed for the maintenance of the church are provided free of charge by numerous volunteers. In particular, the church benefited in 2018 from the unpaid services of the Assisting Priest, three Readers and two Lay Pastoral Ministers.

No payments were made to any PCC member, other than the reimbursement of expenses necessarily incurred by PCC members in the performance of their voluntary duties on behalf of the PCC.

### 5 FIXED ASSETS (£)

#### (a) Tangible

	Photo-copier	Chairs	Lawn-mower	2018 Total Funds	2017 Total Funds
Actual cost					
At 1 January 2018	3,773	500	600	4,873	4,873
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 December 2018	3,773	500	600	4,873	4,873
Depreciation					
At 1 January 2018	3,773	500	600	4,873	4,873
Charge for the year	-	-	-	-	-
At 31 December 2018	3,773	500	600	4,873	4,873
Net book value					
At 1 January 2018	-	-	-	-	-
At 31 December 2018	-	-	-	-	-

#### (b) Investments

	2018	2017
Market value 1 January 2018	72,148	66,996
Unrealised revaluation gain	(1,283)	5,152
Market value at 31 December 2018	70,865	72,148

### 6 DEBTORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	Funds held as agent	2018 Total Funds	2017 Total Funds
Income tax recoverable	4,494	-	-	-	4,494	5,261
Other debtors	-	-	-	-	-	420
<b>Total debtors</b>	4,494	-	-	-	4,494	5,681

### 7 CREDITORS (£)

	Unrestrict- ed Funds	Designated Funds	Restricted Funds	Funds held as agent	2018 Total Funds	2017 Total Funds
Other creditors	-	-	-	-	-	336
<b>Total creditors</b>	-	-	-	-	-	336

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 8 ANALYSIS OF NET ASSETS BY FUND (£)

	Unrestricted Funds	Designated Funds	Restricted Funds	Funds held as agent	2018 Total Funds	2017 Total Funds
Tangible fixed assets	-	-	-	-	-	-
Investments	70,865	-	-	-	70,865	72,148
Fixed assets	70,865	-	-	-	70,865	72,148
Debtors	4,494	-	-	-	4,494	5,681
Cash and short-term deposits	16,192	54,308	13,244	-	83,744	89,361
Current assets	20,686	54,308	13,244	-	88,238	95,042
Current liabilities		-	-	-	-	(336)
	91,551	54,308	13,244	-	159,103	166,854

### 9 SUMMARY OF FUND BALANCES (£)

Summary of Fund Balances (2)

	Movements in 2018				
	Balance at 31.12.17	Surplus/ (deficit)	Inter-Fund Transfers	Inc/(dec) in balance	Balance at 31.12.18
<b>Unrestricted funds</b>					
General Fund	135,441	5,547	(49,437)	(43,890)	91,551
	135,441	5,547	(49,437)	(43,890)	91,551
<b>Designated funds</b>					
Charities Fund	13,465	(14,323)	13,045	(1,278)	12,187
Church Reordering Fund	2,121	-	40,000	40,000	42,121
	15,586	(14,323)	53,045	38,722	54,308
<b>Restricted funds</b>					
Church Reordering Fund	5,663	1,581	-	1,581	7,244
Upkeep of Church Building	-	1,000	-	1,000	1,000
Children's Work Fund	5,000	-	-	-	5,000
Other Restricted Subtotal	10,663	2,581	-	2,581	13,244
External Fund	3,608	-	(3,608)	(3,608)	-
Lent & Advent Appeals	1,556	(1,556)	-	(1,556)	-
	15,827	1,025	(3,608)	(2,583)	13,244
<b>Total funds</b>	166,854	(7,751)	-	(7,751)	159,103



# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 10 CHARITIES FUND (designated funds)

*It is the policy of the PCC to tithe all unrestricted undesignated income. This is effected by an annual transfer from the General Fund of approximately 10% of that Fund's income to the Charities Fund.*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	12,911	956
Incoming resources	156	-
Resources expended	(14,479)	(3,045)
Net surplus/(deficit)	(14,323)	(3,045)
Transfers to/(from) Charities Fund:		
From General Fund	12,500	15,000
From External Fund	545	-
Total transfers	13,045	15,000
Fund balance at 31.12.2018	11,633	12,911

#### Resources expended

##### Church activities

##### Donations:

Mission partners overseas	3,700	-
Mr G and Mrs S Giles	1,079	1,845
Church and mission in the UK	1,000	-
Secular charities overseas	2,700	1,200
Secular charities in the UK	6,000	-

**Total resources expended** 14,479 3,045

### 11 CHURCH REORDERING FUND (designated funds)

*The Church Reordering Fund was established by the PCC during 2015 to hold funds donated or generated specifically for the church reordering project.*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	2,675	1,966
Incoming resources	-	709
Resources expended	-	-
Net surplus/(deficit)	-	709
Transfers to/(from) Church Reordering Fund:		
From General Fund	40,000	-
Total transfers	40,000	-
Fund balance at 31.12.2018	42,675	2,675

#### Incoming resources

##### Voluntary income

Once-off donations by Gift Aid	-	567
Income tax recoverable	-	142
<b>Total incoming resources</b>	-	709

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

### 12 OTHER RESTRICTED FUNDS

*Other restricted funds comprise funds donated for specific purposes within the Church.*

*As at 31 December 2018 the funds consists of £6,581 held for the Church re-ordering project (2017 - £5,000), £1,000 for upkeep of the Church building (2017 - £Nil), and £5,000 held for the Children's work (2017 - £5,000).*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	10,663	5,663
Incoming resources	2,581	5,000
Resources expended	-	-
Net surplus/(deficit)	2,581	5,000
Fund balance at 31.12.2018	13,244	10,663

#### Incoming resources

##### Voluntary income

Donations by individuals

1,581 5,000

Legacy income

1,000 -

**Total incoming resources**

**2,581 5,000**

### 13 EXTERNAL FUND (restricted funds)

*The External Fund comprises funds which are donated for specified external charities.*

	2018	2017
<b>Summary</b>		
Fund balance at 31.12.2017	3,608	3,608
Incoming resources	-	-
Resources expended	-	-
Net surplus/(deficit)	-	-
Transfers to/(from) External Fund:		
To General Fund	(3,063)	-
To Charities Fund	(545)	-
Total transfers	(3,608)	-
Fund balance at 31.12.2018	-	3,608

# PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S, LONGTHORPE

## Notes to the accounts for the year ended 31 December 2018

<b>14 LENT AND ADVENT APPEALS (restricted funds)</b>		2018	2017
<b>Summary</b>			
Fund balance at 31.12.2017		1,556	1,006
Incoming resources		4,195	4,273
Resources expended		(5,751)	(3,723)
Net surplus/(deficit)		(1,556)	550
Fund balance at 31.12.2018		-	1,556
<b>14(a) LENT APPEAL</b>		2018	2017
<b>Incoming resources</b>			
<b>Voluntary income</b>			
Once-off donations by Gift Aid		852	1,622
Donations, not by Gift Aid		1,087	209
Income tax recoverable		162	405
<b>Total incoming resources</b>		<b>2,101</b>	<b>2,236</b>
<b>Resources expended</b>			
Donations:			
Mr G and Mrs S Giles		2,347	1,831
Mary Rewers		1,310	-
<b>Total resources expended</b>		<b>3,657</b>	<b>1,831</b>
<b>14(b) ADVENT APPEALS</b>		Year	Year
		2018	2017
<b>Incoming resources</b>			
<b>Voluntary income</b>			
Donations, by Gift Aid		1,285	579
Donations, individuals, not by Gift Aid		390	1,283
Donations, groups, not by Gift Aid		-	30
Income tax recoverable		419	145
<b>Total incoming resources</b>		<b>2,094</b>	<b>2,037</b>
<b>Resources expended</b>			
<b>Church activities</b>			
Donations:			
Crisis		2,094	-
Peterborough Soup Kitchen		-	1,892
<b>Total resources expended</b>		<b>2,094</b>	<b>1,892</b>