

# Annual Report and Financial Statements for the year ended 31<sup>st</sup> December 2018

Incumbent :	The Revd Steve Doel, The Vicarage, 2 Walmley Road, Sutton Coldfield. B76 1QN (Until 15 <sup>th</sup> October 2018)
Treasurer :	Brian Gee 36 Swale Road, Sutton Coldfield. B76 2BH
Independent Examiner:	J. Harris, 291 Reddicap Heath Road, Sutton Coldfield. B75 7EP
Bank :	Lloyds Bank plc. Sutton Coldfield Branch, Birmingham Road, Sutton Coldfield. B72 1QA
Parish Office:	St John's Church, 4 Walmley Road, Sutton Coldfield. B76 1QN
Registered Charity :	The Parochial Church Council Of The Ecclesiastical Parish of St Johns, Walmley. Number 1132447

## Aim and purposes

St John's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The incumbent of St John's was Rev. Steve Doel until 15<sup>th</sup> October 2018 and currently the Church is in a period of interregnum. The PCC is also responsible for the maintenance of the Church buildings.

# **Objectives and Activities**

The PCC is committed to encouraging as many people as possible to worship at St John's and to become part of our church community. The PCC maintains an overview of activities throughout the Church and consider suggestions on how improvements can be made. In this connection presentations are made to the PCC by the youth minister, the family minister, the curate, the pastoral team, the social committee, mission members and house group leaders.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our church community through:

- Worship and prayer, learning about the Christian faith and developing their relationship and trust in Jesus;
- Provision of pastoral care for people living in the Parish;
- Practical support to those in need;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church buildings and retain the services of the Church staff, support team and volunteers.

# **Achievements and Performance**

The PCC is keen to offer a range of services and activities during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example: outreach in the community; home groups; house visits; social activities.

All are welcome to attend our regular services (normally two every Sunday in Walmley and two each month at Minworth). At the end of 2018 there were 301 on the electoral role. We run a number of children's age related groups and activities on Sundays, which were attended by around 60 children during the year. We continued to run a very successful 'St John's Pantry', which provides a low cost lunch for the local community once a week and an open coffee morning on a Saturday both staffed by volunteers.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. This year we introduced a 'Quiet Christmas' service in the approach for Christmas, particularly aimed at those who find Christmas a difficult time of year. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. During the year we have celebrated 8 baptisms, 1 wedding and held 21 funerals. The Alpha Course we run provides an opportunity for anyone to explore the Christian faith in a relaxed and informal way.

We continue to develop our links with the local community in a variety of ways. Some are of a more regular nature like our Palm Sunday Procession, which this year included a donkey and Remembrance Day, both of which included short outdoor services in the centre of the Village. On two occasions we used the large screens in our facilities to allow the community to join together for the Royal Wedding and the Football World Cup. In addition the social activities we organise are open to the community and have included a quiz night, an indoor skittles evening and a Princess and Superheroes party for children.

There have also been two new developments this year. First of all early in the year we began a partnership with the Erdington Food bank and now act as collection point for the project with food being delivered to the bank on a regular basis. In addition we have also introduced of a monthly Games Café. This has quickly developed a strong following and is thriving. Our community work also extends to Minworth where the congregation based there operate a regular Place of Welcome and Messy Church.

We continue to engage with our local schools too. After a successful launch last year we held our 'Easter Experience again which allows Year 5 and 6 pupils to reflect upon the Easter Story. Similarly, for the fourth year we held our 'Christmas Through the Keyhole' experience, which allows the children to understand Christmas through a series of interactive tableaus. We want to thank the volunteers who supported these events as without them, it would not be possible. On a more regular basis, staff members continue to take assemblies in local schools.

Tiddlywinks, our church toddler group, meets on a Monday morning and regularly attracts over 60 children and their carers for a morning of playing, refreshments, Bible stories, prayers and craft activities. Because of its popularity, last year introduced tickets for the Christmas party to hel manage the large number of children who want to attend. This was successful and was repeated this year with an opportunity to attend either a morning or an afternoon party. We are always on the look out for more team members!

We have two Youth Groups that meet on a Sunday. Pathfinders is for all those in years 7 to 13. This group meets the second, third & fourth Sundays of the month during the 10:45am service. We also have the Vision Group, which is for those in years 9 to 13. This group meets from 6:30-8:30pm in the AJ Hall on the first, second and fourth Sundays of the month. On the third Sunday the young people are encouraged to come along in the morning and listen to the sermon, as well as share in communion with the wider church. After the service we stay in church but turn our chairs around to chat about what we heard in the sermon. The hope is to help the young people learn how to grow in their Christian faith from listening to a sermon and seeing what they can take from it to help them in their faith.

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit.

## **Deanery Synod**

Four members of the PCC are the PCC representatives on the Deanery Synod. This provides the PCC with an important link between the Parish and the wider structures of the Church. There have been two meetings of the Deanery Synod in 2018. As well as items of routine business, each meeting has had a particular focus. In February the focus was on the developing 'People and Places' restructuring of the Church of England, Birmingham. A provisional date was set for a meeting in June, but this was not required and the second meeting was held in October where the focus was on the report 'Setting God's People Free'. This is a report that ties in with People and Places, and its aim is to encourage the ministry of everyone within the church.

## **Mission and Evangelism**

Helping those in need is a demonstration of our faith. St John's is committed to support Christian mission activity in the UK and overseas. The amount is based on the money received as Freewill Offering with 15% of the first £100k and 10% of the rest donated. The principal missionaries supported are Matt and Suzanne Gregory (BMS Albania), Alex and Mari Walker (Reach Beyond Southern Africa) and Chris and Ros Howells (Crosslinks Uganda). Mission payments were made of £21,285. There is a nominated member of the PCC for each of these mission partners.

## **Future plans**

The Church planted a new congregation in Minworth in October 2017. This has taken shape and is developing under the guidance and leadership of our Associate Vicar, Adrian Evans. The focus now is for the 'Double' aspect of our vision where we now are seeking to grow the church both spiritually and in size. We are expecting a new Vicar to be appointed in 2018 and expect this to usher in a new phase in our development and growth.

## **Financial Review**

Total receipts on unrestricted funds were £242,467 of which £138,000 was unrestricted planned voluntary donations and a further £31,226 was from gift aid. Restricted donations of £75,110 were received, which were allocated to specific charities or restricted funds.

The total unrestricted resources used were £230,488, £11,978 less than incoming funds.

However the excess of income over expenditure referred to above is before the necessary adjustment to amend the overspend on Youth & Youth worker costs verses its income which has to be balanced from General funds. Therefore an amendment of  $\pounds(16,136)$  is needed which results in unrestricted funds show a deficit for the year of  $\pounds(4,158)$ .

Income was received for the St John's pantry of £16,715 providing a surplus of £9,443 up £1,766 on the previous year.

Income from Church Centre and Hall lettings increased by £806 compared with the previous year. We have transferred the excess Youth expenditure in the year (£16,136) back into General Funds.

The total balance sheet in all funds was £309,705 at 31st December 2018. A breakdown can be found in the Balance Sheet. The figure includes the purchased cost of the Curatage, Church Hall & Youth Worker flat.

## **Reserves Policy**

The income to the church from members of the congregation is heavily dependent on a few generous donors. The loss of one of these donors has been identified as a significant risk in our Risk Register. The church has 3 members of staff where we need to be able to provide for at least 3 months of salary costs. As a result of this the PCC consider it is appropriate to retain between 3 and 4 months running costs as reserves.

In addition to the church, which was originally built in 1875, there are 3 halls and 2 residential properties. All of these require maintenance, some of which may be unforeseen or require attention in an emergency. Therefore we consider it is also necessary to maintain a sum of money to cover cost such as these. The PCC consider that a sum of £9,000 - £12,000 for these reserves would be appropriate.

## Volunteers

We would like to thank all the volunteers who work so hard to make St John 's Church the lively and vibrant community it is.

## Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council (Powers) Measure 1956. The PCC is a registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St John's the membership of the PCC consists of the Incumbent (Vicar of St John's); the Associate Vicar: Churchwardens; the Curate; and members elected by those members of the congregation who are on the Electoral Roll of the Church. All those who attend are members of the congregation are encouraged to register on the Electoral Roll and consider nomination for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the Parish including on how the funds of the PCC are to be spent.

The full PCC have met six times this year with an additional Section 11 meeting in respect of the current vacancy. The Standing Committee of the PCC meet between PCC meetings with any actions taken reported to the subsequent full meeting of the PCC. The following sub-committees also meet regularly: Finance; Pastoral; Facilities; Children's Ministry team; Mission Committee and Double and Plant.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

# Administrative information

St John's Church is situated on Walmley Road, Walmley, Sutton Coldfield. It is part of the Diocese of Birmingham. Further details are shown on the first page of this document.

PCC members who have served at any time during 2018 are as follows:

## **Ex-Officio members**

Incumbent:	The Reverend Steve Doel (Until 15 <sup>th</sup> October 2018)			
Associate Vicar: The Reverend Adrian Evans				
Curate:	The Reverend Ben Cook			
Wardens:	Debbie Harris (Until 22 <sup>nd</sup> April 2018)			
	Douglas Wulff			
	Mel Page (From 22 <sup>nd</sup> April 2018)			

## **Elected members**

Jill Arnold Adele Bright Michelle Chavez Yvonne Doherty-Rowe (Until 22<sup>nd</sup> April 2018) John Flinders Steve Forrest Ian French (Until 22<sup>nd</sup> April 2018) Brian Gee Lindsey Haslegrave Frances Longstaff-Tyrrell Mike Smith (Deanery Synod) Valerie Ware David Wickens (Deanery Synod) Helen Wickens (Deanery Synod) Helen Willcock (From 22<sup>nd</sup> April 2018)

# Statement of trustees' responsibilities

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

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for chat 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008. 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 ocher irregularities.

Approved by the Parochial Church Council on 4<sup>th</sup> March 2019 and signed on its behalf by David Wickens, Vice Chair

### PAROCHIAL CHURCH COUNCIL OF ST JOHN'S WALMLEY

#### TREASURER'S REPORT

#### FOR THE YEAR ENDED 31 DECEMBER 2018

The Church Accounting regulations state that all PCC's whose gross income exceeds £100,000 per year must prepare accounts using the accruals basis, incorporating a Statement of Financial Activities, a Balance Sheet and notes to the accounts in accordance with the regulations. St Johns Walmley falls into this category and as such its accounts must therefore conform to the Regulations to provide a "true and fair" view of the PCC's incoming resources, application of resources and state of affairs in financial terms. These are set out on the following pages.

The Statement of Financial Activities must categorise funds into one of three legal types: 1) Unrestricted funds - which represents money that has been given to the Church on the general understanding that it will be used at the discretion of the PCC for furthering the mission and ministry of the Church, (i.e. commonly referred to as the General fund). 2) Restricted funds - which represents money that has been given for a particular purpose and they cannot and must not, be used by the PCC for any other purpose, for example a collection for a particular purpose, a fund raising event for a particular purpose or a donation or legacy for a particular purpose.

3) Endowment fund - money that has been given to the Church with the specific instruction that only the interest gained from the money can be spent. St Johns Walmley does not at present have any such funds.

#### Statement of Financial Activities

Our total incoming resources exceeded our outgoings by £28,990 across all funds in the year of which £11,832 is restricted for Double & Plant funds and £38,485 is restricted Legacy funds. This leaves our total balances in all funds at £309,705. A breakdown of this can be found in the Balance sheet. The figure includes the purchased cost of the Curatage, Church Hall & Youth Worker flat.

#### **Balance Sheet**

We had Cash at Bank & in hand of £141,825 (increase of £38,524 vs prior year mostly as a result of the Legacy money received) Our net assets exceed our net liabilities by £140,127.

The Tuesday pantry and Saturday Coffee shop holds cash in hand of £16 in the bank and cash of £52 (£6 in the bank and £19 in cash in the prior year).

Total funds have increased to £309,705 (up £28,990).

#### Notes to the accounts - Incoming resources

Incoming resources show an increase of £33,682 vs prior year Freewill offering showed an increase of £2,459 to £138,000, and the associated income tax recovered increasing by £538 year on year. Further receipts relating purely to double & plant were £17,856 (£22,008 prior year) No Gift Day was held during 2018 or 2017 Legacy income of £41,485 was received this year (£44 prior year) .

Youth work and Youth property income amounted to £15,725

Income from Church Centre & Hall lettings increased by £806 vs prior year.

The gross income from the Tuesday pantry and Saturday Coffee shop was £16,715 compared to £16,378 in the prior year

#### Notes to the accounts - Resources used

Total resources used show an increase of £12,187 vs prior year. The main year on year movement expenditure was on double & plant £18,229 The Tuesday pantry and Saturday coffee shop produced another surplus £9,443 (£7,677 prior year) reflecting the reduced usage despite the hard work of the team.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN'S WALMLEY

## INDEPENDENT EXAMINER'S REPORT TO PAROCHIAL CHURCH COUNCIL OF ST JOHN'S WALMLEY

I report on the accounts of the Church Council for the year ended 31 December 2018, which are set out on the following pages.

## Respective responsibilities of trustees and examiner

As the members of the Church Council you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. An examination includes a review of the accounting records kept by the Church Council and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from 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 41 of the Act; and

\* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act.

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.

**J. Harris** 291 Reddicap Heath Road Sutton Coldfield

## PAROCHIAL CHURCH COUNCIL OF ST JOHN'S WALMLEY STATEMENT OF FINANCIAL ACTIVITIES For the 12 months to 31st December 2018

Ν	Unrestricted lote Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 ົ		Total Funds 2017 £
INCOMING RESOURCES	~	~	~	~		~
Voluntary income (direct giving)	176,884	70,061	0	246,945	-	212,086
Gross income from events and activities	65,326	5,049	0	70,375	-	71,511
Income from investment	256	0	0	256	-	298
TOTAL INCOMING RESOURCES	242,467	75,110	0	317,577		283,895
	-	-	-	-		-
RESOURCES USED						
Grants	21,285	-	-	21,285	-	28,008
Support Costs	78	-	-	78	-	37
Directly relating to the work of the Church	177,993	58,098	-	236,092	-	217,669
Fund raising from events and activities	7,272	-	-	7,272	-	8,733
Church Management & administration	23,861	-	-	23,861	-	21,952
TOTAL RESOURCES USED	230,488	58,098	0	288,586		276,399
NET INCOMING/(OUTGOING) RESOURCES	5 <u>11,978</u>	17,012	- 0	28,990		7,496
TRANSFER OF FUNDS				(0)		
General/Youth General/General	(16,136) 0	16,136 0	0	0 0		-
NET MOVEMENT IN FUNDS	(4,158)	33,148	0	28,990		7,496
BALANCES BROUGHT FORWARD AT 1 JANUARY 2018	169,559	111,155	0	280,714		273,218
BALANCES CARRIED FORWARD AT 31 DECEMBER 2018	<u>165,401</u> (0)	<b>144,304</b> 0	0	309,705		280,714

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## PAROCHIAL CHURCH COUNCIL OF ST JOHN'S WALMLEY BALANCE SHEET As at 31 December 2018

		Balances as at 31 Dec 2018	Balances as at 31 Dec 2017	
FIXED ASSETS				
Church Hall (at cost) Curatage (at cost) Youth Worker Flat (at cost) Acc. Depn	13,301 119,524 81,712 (52,144)		13,301 119,524 81,712 (48,927)	
_		162,393		165,610
Fixtures & fittings (at cost) Acc. Depn	52,946 (45,761)		52,946 (38,838)	
—		7,185		14,108
	-	169,578		179,718
CURRENT ASSETS				
Cash at bank & in hand Debtors	132,696 9,129		95,205 8,096	
_		141,825		103,301
LIABILITIES : > 1 YR				
Creditors	1,698		2,304	
—		1,698		2,304
NET CURRENT ASSETS		140,127		100,997
NET ASSETS		309,705		280,714
FUNDS				
Unrestricted :				
Church Hall fund Curatage fund A.J. Hall fund Special funds Accumulated surplus	13,301 119,524 282 8,314 23,980	165,401	13,301 119,524 282 8,314 28,138	169,559
Restricted :				
Fabric fund Youth Worker Flat fund Property fund Legacy Fund Flower fund Double & Plant Fund	7,022 81,712 4,463 38,485 790 11,832		7,022 81,712 4,463 0 852 17,106	
	,	144,304	,	111,155
		309,705		280,714

Approved by the PCC at it's meeting on 4th March 2019 and signed on it's behalf by David Wickens, Vice Chair and Brian Gee, Treasurer

## PAROCHIAL CHURCH COUNCIL OF ST JOHN'S WALMLEY INCOMING RESOURCES For the 12 months to 31st December 2018

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £	Total Funds Variance £
INCOMING RESOURCES						
Voluntary income ( direct giving)						
Freewill offering Double & Plant Youth work Gardeners Income Income tax recoverable Legacy Sundry donations Mission & Outreach	138,000 - 31,226 5,000 2,658 <b>176,884</b>	17,856 10,721 0 41,485 <b>70,061</b>	<u> </u>	138,000 17,856 10,721 - 31,226 41,485 5,000 2,658 246,945	135,540 22,008 7,218 6,460 30,688 44 6,795 <u>3,332</u> 212,086	2,459 (4,152) 3,503 (6,460) 538 41,440 (1,795) (674) <b>34,859</b>
Other voluntary income						
Grants	0			-	-	0
	0	-	-	-	<u> </u>	0
Income from events and activities						
Garden party Christmas fayre Other Social events Church Centre & Hall lettings Curatage & Youth Worker Flat rent Fees/Flowers St John's Pantry Other Income Holiday club Tiddlywinks	21 977 1,525 27,226 7,282 5,509 16,715 4,794 46 1,231 <b>65,326</b>	5,004 45 <b>5,049</b>	<u> </u>	21 977 1,525 27,226 12,286 5,554 16,715 4,794 46 1,231 70,375	1,902 1,573 3,592 26,420 12,354 4,956 16,378 4,335 - - <b>71,511</b>	(1,880) (597) (2,067) 806 (68) 598 337 459 46 1,231 (1,135)
Other ordinary income						
Insurance claims	-			-	-	0
	-	-	-	-	<u> </u>	0
Income from investment						
Interest & investments	256			256	298	(42)
	256	-	-	256	298	(42)
TOTAL INCOMING RESOURCES	242,467	75,110	-	<u>317,577</u>	283,895	33,682

## PAROCHIAL CHURCH COUNCIL OF ST JOHN'S WALMLEY RESOURCES USED For the 12 months to 31st December 2018

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £	Total Funds 2017 £	Total Funds Variance £
RESOURCES USED						
Grants (Mission & Outreach)						
Guide dogs		-			1,417	1,417
UCCF	1,600	-		1,600	6,643	5,043
Kids Club Leeds Birmingham city mission	700 900			700 900	700 900	0
Kids Club Kampala	900			900	800	(100)
M&S Gregory	4,000			4,000	4,000	Ó
M&A Walker	4,000			4,000	4,000	0
Pot of Gold Crosslinks	93 4,000			93 4,000	271 4,000	178 0
Mission & Outreach Others	4,000			4,000	4,000	185
Restricted fund accrual		-				
	21,285	-		21,285	28,008	6,723
Support Costs						
Sunday school costs	78			78	37	(41)
	78	-	-	78	37	(41)
Directly relating to the work of the Church						
Directly relating to the work of the Church Ministry	6,853			6,853	6,780	(73)
Vicarage & Curatage	2,154			2,154	4,109	1,955
Church - Gas	4,328			4,328	4,069	(259)
Electricity	3,562			3,562	6,220	2,658
Water & Rates	177			177	348	170
Cleaning Insurance	9,911			9,911	7,489	(2,422)
Repairs & Maint	5,619 7,455			5,619 7,455	5,296 7,334	(323) (121)
Hall - Gas	166			166	22	(144)
Electricity	2,200			2,200	1,800	(399)
Water	459			459	72	(387)
Cleaning Repairs & Maint	- 2,840			- 2,840	1,514 531	1,514 (2,309)
TL Hall	1,446			1,446	1,249	(196)
Social Events Costs	1,423			1,423	1,669	247
Double & Plant		23,130		23,130	4,901	(18,229)
Caretaker costs	7,938			7,938	8,605	667
Diocesan Common fund Weddings & Funeral Fees to Diocese	105,674 2,893			105,674 2,893	103,464 2,908	<mark>(2,210)</mark> 16
Youth Work costs	-	34,861		34,861	31,372	(3,489)
Depreciation	10,140	- ,		10,140	10,791	651
Flower fund expenditure Sundries	2,757	107		107 2,757	205 6,920	98 4,163
Sundres		58,098				
	177,993	58,098	<u> </u>	236,092	217,669	(18,422)
Fund raising from events and activities						
St Johns Pantry purchases Garden Party	7,272			7,272	8,701 32	1,429 32
	7,272	-	-	7,272	8,733	1,461
Church Management & administration						
-						
Office expenses Salaries & NI	5,949 17,912			5,949 17,912	4,087 17,865	(1,861) (47)
	23,861	-	-	23,861	21,952	(1,909)
TOTAL RESOURCES USED	230,488	58,098	-	288,586	276,399	(12,187)