

### Annual Report and Financial Statements of the Parochial Church Council

### for the year ended 31 December 2018



#### Vicar:

The Revd Steve Burmester
The Vicarage
36 Sagars Road
Handforth

#### Bank:

The Royal Bank of Scotland Wilmslow Branch

Independent examiner:

Abigail Sheehan

#### Aim and purposes

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Steve Burmester, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the church buildings and equipment and for employing staff.

#### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship and to become part of our parish community at St Chad's.

Our vision is Knowing Christ and making Him known.

The values that help us to work towards the vision of being **Authentic**, **Bible-based and Spirit filled**, **Community-focused**, **Disciple-making**, of and for Every Generation.

When planning our activities for the year, we have considered the Charity 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 parish community through:

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

To facilitate this work, we also consider it important that we maintain the fabric of the church and halls at St Chad's.

#### **Achievements and Performance**

The PCC has set out its aims in the objectives above. Achievements in these areas can be broken down into the three areas mentioned:

#### 1. Worship & Prayer.

We have maintained our new pattern of worship services throughout 2018. This includes two main Sunday morning services. A traditional Book of Common Prayer service at 9am followed by a more modern Common Worship service at 10.30, which includes children's ministry. We also have an established evening service which has been going for 4 years now and attracts a faithful congregation of 20-30 people. In addition to this we have a midweek weekly service on a Wednesday morning at 10.30. This has offered a greater variety to people available during the week and has grown in number and is greatly appreciated by those who attend. Average weekly congregation varies between 15-40.

We have a daily prayer meeting during weekdays.

#### 2. Provision of pastoral care for people living in the parish

The PCC and church have continued to work closely with two local charities. Pure Innovations who are based in Stockport are a charity that works with adults with learning difficulties in the workplace. Through their partnership with us in Café Aroma we've established a very

successful community café which is used extensively by local people from the community. The elderly, children from the school and students from the nearby Seashell Trust School are regular attendees in the café. The church kitchen used by Pure Innovations and other groups, has been redeveloped in March 2018.

In addition to this we continued to work closely with the charity 'Hampers of Hope' who help local residents with food hampers, job applications, debt counseling and in more general ways. Volunteers from the church help this organization and we've had a couple of people start to attend the church through this partnership. Hampers of Hope has been wrapping up its charitable work to focus on its annual Christmas Hamper delivery. In response to this St Chad's together with other local churches plan to establish a new charity called Hope Central to continue their weekly work as Hampers of Hope changes.

The redevelopment of the back of church has led to renewed interest in using the hall from groups in the community. In addition to this we have employed a new part time administrator and a part time janitor/cleaner to help manage the facilities and run the office in the church.

#### 3. Missionary & Outreach Work

Much of the outreach work in the community has continued to be through families and school's work. In 2018 we continued our work in the schools by the vicar's appointment to become Chair of the Wilmslow Grange governing body in Sept 2018. We also brought a team of students from Capernwray Bible School into the parish to help with schools work and other forms of outreach.

We have continued to run an outreach to families called Messy Church. This is a national initiative that has proved popular in many churches. We ran 4 Messy Church meetings at the principal Church events of the year, Easter, Summer Garden Party, Harvest & Christmas Christingle. These proved very popular attracting 70-100 children & Adults.

Over 1000 people from our community attended our "Carols in the Paddock" open-air service on Christmas Eve. And a similar number attend the Remembrance day service which initiates in our church building but ends the ceremony at the War Memorial.

We also continue a strong support for international Missionary work, and have formed a new link with a local Christian ministry working with the fringe clubs of the motorcycling community.

The PCC is continually grateful for all the hard work of many church members throughout the year in a variety of ways – youth and children's teams, cafe, resource teams, homegroup leaders and pastoral care, sides persons, musicians and technical support, cleaners and church office administration. Many have quietly and faithfully served in the life and witness of God's church here in ways, which are not mentioned. But it is important to mention our wardens, Rob Moore and David Gilbert who have served willingly throughout the year, and our treasurer Chris Birch who has contributed a considerable amount of time and effort to managing our projects with the vicar. So, thank you to everyone who has served at St Chad's this year.

#### **Financial Statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS 102, (SORP FRS 102) published on 16 July 2014, and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following SORP FRS 102 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

#### **Financial Review**

For the year as a whole, there was an overall financial surplus, with expenditure exceeding income by £12,638 (2017: £116,040).

The 2017 surplus included £88,000 from the profit on sale of the property at Blackden Walk

The major renovations to the church hall entrance, pathways and drainage was finally settled during the year. The insurance company agreed to pay almost all the drains rectification costs which was much more than anticipated in the previous year's accounts. This has resulted in an additional £57,000 of insurance settlement and £36,500 of agreed additional costs.

The kitchen refurbishment was completed during the year at a total cost of 24,000.

#### **Reserves Policy**

It is the PCC policy to maintain a balance on the unrestricted funds, to ensure that there are sufficient funds to maintain the current level of non-discretionary expenditure for at least 2 months and to provide for future maintenance and development to the church and properties. It is the policy of the PCC to invest funds with the CBF Church of England Deposit Fund.

#### 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. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand 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 deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year, and a morning session away from the church, to consider forward planning, was also held. Given its wide responsibilities the PCC has a number of subcommittees each dealing with a particular aspect of parish life. These committees, Mission, Pastoral, Worship, Resources and Children and Young People, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

#### Administrative information

St Chad's Church is situated in Handforth Cheshire. It is part of the Diocese of Chester within the Church of England. The correspondence address is Wilmslow Road, Handforth, Wilmslow, Cheshire SK9 3ES.

The PCC is a charity registered with the Charity Commission (no 1149381).

#### PCC members at the end of the period

Chairman	Revd Steve Burmester		
Church Wardens Deanery Synod Representatives	David Gilbert Pat Grange	Rob Moore Pam Whitney	
Members	Dianne Armstrong	John Barnes	Chris Birch
	Carole Harding	Margi Lawrence	Jim Lethbridge
	Rachel McDowell	Dalene Moore	Ian Pettigrew
	Sue Pettigrew	David Smith	

Pat Grange was appointed to the PCC on 9 January 2018 and Pam Whitney was appointed to PCC, at the APCM on 15 April 2018. Also at the APCM Rob Moore was appointed as Church Warden replacing Steve Furber.

Approved by the PCC on 19 March 2019 and signed on their behalf by

Revd. Steve Burmester Chairman

# ST CHAD'S HANDFORTH PAROCHIAL CHURCH COUNCIL STATEMENT OF FINANCIAL ACTIVITIES For the year ending 31 December 2018

	Note	Unrestr'd Funds	Restricted Funds	2018 Total Funds	2017 Total Funds
In come		£	£	£	£
Income					
Voluntary income	2a	109,850	5,042	114,892	147,438
Income from church activities	2b	82,987	-	82,987	51,270
Activities for generating funds	2c	-	601	601	316
Income from investments	2d	8,353	33	8,386	8,318
Exceptional income – profit on sale of property	2e	-	-	-	88,219
Total Income	-	201,190	5,676	206,866	295,561
Expenditure					
Church activities	3	187.614	6,614	194,228	179,521
Fund raising costs	-	-	-	-	-
Total Expenditure	-	187,614	6,614	194,228	179,521
Net movement in funds		13,576	(938)	12,638	116,040
Balance brought forward 1 January 2018	;	253,349	3,490	256,839	
Balance carried forward 31 December 2	018	266,925	2,552	269,477	
	-				

The notes on pages 7 to 13 form part of these financial statements.

## ST CHAD'S HANDFORTH PAROCHIAL CHURCH COUNCIL BALANCE SHEET At 31 December 2018

	Note	2018	2017
Fixed assets		£	£
Tangible fixed assets	5	64,893	63,320
Current Assets			
Debtors Investments Cash at bank and in hand	6	3,160 118,484 90,322 211,966	18,428 157,298 87,471 258,797
Creditors falling due within one year	7	(7,382)	(65,278)
Net current assets		204,584	193,519
Net assets		269,477	256,839
Funds of the charity			
Unrestricted	9	266,502	252,926
Restricted	9	2,552	3,490
Endowment	9	423	423
		269,477	256,839

Approved by the Parochial Church Council on 19 March 2019 and signed on its behalf by:-

Revd Steve Burmester (Chairman)

Mr Chris Birch (Hon Treasurer)

The notes on pages 7 to 13 form part of these financial statements.

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with the Charities SORP (FRS 102) and the Charities Act 2011.

The PCC meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value except for freehold land and buildings, which are shown at their valuation in 1998. 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, nor those that are informal gatherings of church members.

#### **Going concern**

After reviewing the forecasts and projections of the PCC trustees have a reasonable expectation that there are adequate funds to continue in operation for the foreseeable future and have therefore adopted the going concern basis in preparing the financial statements.

#### **Funds**

Restricted funds represent income from donations received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given.

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

#### **Incoming recognition**

Planned giving, collections and donations are recognised when received. Income tax recoverable on gift aid donations is recognised when the income to which it relates is recognised. Grants and legacies are accounted for when the PCC is notified of its legal entitlement to the amount due. Rental income from the letting of the church rooms is recognised when the rent is due. Dividends and interest are accounted for when receivable. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

**Tax reclaims on donations and gifts** Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specifed otherwise.

#### **Expenditure recognition**

Grants and donations are accounted for when paid over or awarded, if that creates a binding obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### **Volunteers**

The church benefits greatly from the involvement and support of its volunteers, details are given in the annual report. In accordance with SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

#### **Fixed Assets**

Consecrated and beneficed property is excluded from the accounts by s.10 of the Charities Act 2011. The PCC consider that the church halls, built on church property and integrated into the church buildings, have no separate commercial value.

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). No value is therefore attributed to this property. All expenditure incurred on consecrated or benefice property, church halls or moveable church furnishings, whether maintenance or improvement is written off in the Statement of Financial Activities.

Other equipment used within the church premises is depreciated on a straight- line basis over 2 to 5 years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

#### **Current asset investments**

This is cash on deposit with a maturity date of less than one year.

2	INCOME	Unrestr'd Funds £	Restricted Funds £	Total 2018 £	Funds 2017 £
<b>2</b> a	Voluntary income				
	Planned Giving – gift aid	68,604	-	68,604	70,847
	Planned Giving - other	9,766	-	9,766	10,243
	Tax recoverable	19,364	195	19,559	24,622
	Collections	7,616	245	7,861	4,952
	Sundry donations	4,500	4,602	9,102	31,774
	Legacies	-	· -	· <u>-</u>	5,000
		109,850	5,042	114,892	147,438
2b	Church activities				
	Magazines and Books	503	_	503	408
	Church Room Lettings	6,232	_	6,232	6,738
	Fees	4,101	_	4,101	2,568
	Café Aroma and other Catering	14,478	-	14,478	14,171
	Insurance claim re drainage	57,063	-	57,063	26,287
	Other activities	611	-	611	1,098
		82,987	-	82,987	51,270
2c	Activities for generating funds				
	Musical, quiz and art events	-	601	601	316
2d	Income from investments				
Zu	Rent	7,800		7,800	7,800
	Dividends and interest	553	33	7,800 586	518
	Dividends and interest		33		
20	Eventional Income	8,353		8,386	8,318
2e	Exceptional Income				00.246
	Profit on sale of property	-		-	88,219
	Total Income	201,190	5,676	206,866	295,561

In 2017 £30,997 of voluntary income, and £347 of other income was for restricted funds.

#### 3 EXPENDITURE

•	EXPENDITURE				
	Charitable activities	Unreste'd Funds £	Restricted Funds £	Total I 2018 £	Funds 2017 £
	The expenditure relates to one activity promoting, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.				
	Grants				
	Missionary & charitable giving				
	Overseas mission	7,282	260	7,542	8,979
	Home missions & church societies	9.100	956	10,056	10,486
	Relief and development	3,190	1,876	5,066	4,641
		19,572	3,092	22,664	24,106
	Church activity				
	Ministry				
	Diocesan Parish Share	63,366	1,000	64,366	62,796
	Clergy & Lay expenses	790	-	790	717
	Clergy house expenses	3,688	-	3,688	9,410
	Other ministry expenses	5,698	-	5,698	5,541
	Church running expenses	12,275	2,522	14,797	12,374
	Church maintenance	1,524	-	1,524	870
	Youth and children's work	286	-	286	329
	Magazines, leaflets and books	3,367	-	3,367	5,158
	Café Aroma running costs	7,786	-	7,786	8,367
	Church hall maintenance	532	-	532	678
	Church and hall improvements				
	<ul> <li>Drains rectifications</li> </ul>	36,466	-	36,466	44,325
	<ul> <li>Kitchen refurbishment</li> </ul>	24,237	-	24,237	-
	Depreciation	786		786	499
		160,799	3,522	164,321	151,064
	Church administration				
	Administrator	4,778	_	4,778	2,880
	Printing, stationery, telephone etc	2,465	_	2,465	847
	Agents fees re letting property		-	-	624
	rigents rees to return property	7,243		7,243	4,351
		, -			, = =
	Total expenditure	187,614	6,614	194,228	179,521

In **2017** £3,206 of grants and £43,318 of the church activity expenditure (including £40,000 relating to the improvements to church hall and pathways) was made from restricted funds.

Grants analysis		2018 £	2017 £
Institutions	Website		
WEC	www.wec-uk.org	4,410	4,400
Christians in Schools	www.cist.org.uk	4,020	4,020
Barnabas Fund	www.barnabas.org	1,090	1,000
Crosslinks	www.crosslinks.org	1,000	1,000
OM UK	www.uk.om.org	1,000	1,000
Tearfund	www.tearfund.org	1,964	2,041
RETRAK	www.retrak.org	2,160	1,050
Christians against poverty	www.capuk.org	500	550
Leprosy Mission	www.leprosymission.org.uk	90	550
True Freedom Trust	www.truefreedomtrust.org.uk	500	550
Hampers of Hope	www.hampersofhope.co.uk	1,150	1,100
God Squad	uk.gscmc.com	2,000	2,500
Others		874	631
		20,758	20,342
Individuals		1,906	3,764
		22,664	24,106
		2018	2017
		£	£
STAFF COSTS			
Salaries, Social Security and pension costs		6,598	2,880

Staff costs comprise of salary of the Church administrator, Pat Grange £4,778 and Cleaner/ Verger Pam Whitney £1,820 (2017: Administrator only ).

Both were members of PCC and their appointed was in accordance with the provisions of Clause 3A Parochial Church Councils (Powers) Measures 1956. .

#### 5 FIXED ASSETS

#### **Church Buildings and Vicarage**

The Church Buildings and the Vicarage are consecrated / benefice properties and are excluded from these financial statements by s.10 of the Charities Act 2011.

The Diocese insures the Vicarage, but the Church Building, halls and their contents are insured by the PCC for the sum of £3,530,000.

	Freehold land and buildings	Equipment	Total
	£	£	£
Tangible fixed assets			
Cost or valuation			
At 1 Jan 2018	60,000	41,610	101,610
Additions	-	2,359	2,359
Disposals		(1,338)	(1,338)
At 31 Dec 2018	60,000	42,631	102,631
Depreciation			
At 1 Jan 2018	-	38,290	38,290
Disposals	-	(1,338)	(1,338)
Charge for the year	<u> </u>	786	786
At 31 Dec 2018	<u> </u>	37,738	37,738
Net book value			
At 31 Dec 2018	60,000	4,893	64,893

The freehold land and buildings consists of a house at Pickmere Road, Handforth , valued by the PCC in 1998 at £60,000.

It is considered that the estimated residual value of the land and buildings is not lower than the above value and hence depreciation would be immaterial.

#### **Expenditure on church buildings**

In February the church hall kitchen was refurbished with new units, flooring and kitchen equipment. It was also fully repainted. The total cost was £24,237.

During the year, the financial settlement of the drains rectification work, carried out in 2017, was completed. The insurance company agreed to pay almost all the rectification costs which was much more than anticipated in the previous year's accounts. This has resulted in an additional £57,000 of insurance settlement and £36,500 of agreed additional costs.

6	DEBTORS	2018	2017
		£	£
	Tax recoverable	1,435	1,607
	Debtors	-	15,000
	Prepayments	1,677	1,821
		3,112	18,428

7	CREDITORS FALLING DUE WITHIN ONE YEAR	2018	2017
		£	£
	Creditors for goods & services	7,118	65,124
	Other creditors	264	154
		7,382	65,278

### 8 FUNDS Analysis of movement in the funds

<b>Current year</b>	At 1/1/18	Income	Expenditure	At 31/12/18
	£	£	£	£
Unrestricted	252,926	201,190	187,614	266,502
Restricted	3,490	5,676	6,614	2,552
Endowment	423	-	-	423
Total	256,839	208,866	194,228	269,477
Prior year	At 1/1/17	Income	Expenditure	At 31/12/17
	£	£	£	£
Unrestricted	121,706	264,217	132,997	252,926
Restricted	18,670	31,344	46,524	3,490
Endowment	423	-	-	423
Total	140,799	295,561	179,521	256,839

The Restricted Funds at the year - end represent unspent donations for:

	2018	2017
	£	£
Flowers	176	96
Grants	-	753
Organ maintenance	351	648
Interest on legacies - maintaining of the church grounds.	2,025	1,993
	2,552	3,490

Endowment Funds are the Ashcroft Legacy of £200 and the Leyland Legacy of £223.

The PCC has designated £4,488 (2016 £7,796) of general funds for the development of the café. The PCC has also designated £133,219 the net proceeds of the sale of the property at Blackden Walk in 2017 to be used for maintenance and improvement of the Church and Church hall buildings, and the property at Pickmere Road. £13,000 was utilised in the year on the refurbishment of the kitchen leaving £120,219 to carry forward.

#### 9 ANALYSIS OF NET ASSETS BY FUND

Current year	Unrestr'd Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed Assets	64,893	-		64,893
Current Assets	208,991	2,552	423	211,966
Creditors falling due < 1 year	(7,382)	<u> </u>		(7,382)
Fund Balance	266,502	2,552	423	269,477
Prior year	Unrestr'd Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed Assets	63,320	-		63,320
Current Assets	254,884	3,490	423	258,797
Creditors falling due < 1 year	(65,278)	-	-	(65,278)
Fund Balance	252,926	3,490	423	256,839

### ST CHAD'S HANDFORTH PAROCHIAL CHURCH COUNCIL INDEPENDENT EXAMINER'S REPORT For the year ended 31 December 2018

I report to the Parochial Church Council (PCC) on my examination of the financial statements for the year ended 31 December 2018, set out on pages 5 to 13.

#### Responsibilities and basis of report

As PCC trustees, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the PCC financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
- 2. the financial statements do not accord with those records; or
- 3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

------A bigail Chaoban DA Hons CDEA

Abigail Sheehan BA Hons CPFA

43 Hampson Crescent Handforth Wilmslow

19 March 2019