

Trustees Annual Report

of

The Parochial Church Council of the Ecclesiastical Parish of

**Whyke, St George with Rumboldswyke, St Mary and
Portfield, All Saints**

For the year ending 31st December 2018

Website: www.whyke.info

Incumbent: The Revd Canon Timothy Peskett, The Rectory, Whyke Road, Chichester
PO19 7AQ

Independent Examiner: Richard Carlisle Ex CPFA - Chartered Public Finance
Accountant

Bankers: Barclays Bank, East Street, Chichester PO19 1HR

Registered Charity No. 1133301

St George's, Whyke, Chichester

Trustees Annual Report for 2018

This report follows the guidance documents produced by the Diocese for use in the preparation of the Parochial Church Council (PCC) Statutory Annual Report under English Law as required by the Charity Commission.

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, The Revd Canon Timothy Peskett in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical
- To know Jesus better and make Him better known
- Providing practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support to those in need and to other organisations with similar objectives.

What we planned to do to achieve our charitable objectives

When planning the activities for the year, our Incumbent and the PCC considered the Charity Commission's guidance on public benefit and, the specific guidance on 'charities for the advancement of religion'.

The council 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.

For 2018 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, and in small group situations
- Assisting people from all walks of life to develop their knowledge of, and trust in Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the less fortunate of the parish
- Making charitable donations to local causes and church-based charities
- Reaching out to the unchurched through provision of the Talent Show, Children's cinema, Quiz evenings, Summer Concert, Barn Dance/Harvest Supper, Christmas Market and other social functions
- Maintaining the fabric of the church building as a focus of church and social life in the parish.

What we achieved and how we affected beneficiaries' lives

Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. We wish to welcome anyone from all walks of life to take part in the life of the church. We maintain that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

The average regular weekly attendance counted during October was 110 adults and 25 children, with the number increasing on Harvest Sunday. Over the course of the year we have maintained our level of attendances and it has been an encouragement to welcome new families as well as individuals to St George's. However, numbers have still been affected by the relaxation of regulations for pupils wanting to attend Bishop Luffa CofE Secondary school, also pupils attending the recently opened Free School.

We look to encourage the deepening of faith for all ages and alongside our services there are programmes for young people from toddlers through to young people to partake in. Our Monday Tots bring together not only pre-school children but parents also and is led by members of the church family and our assistant curate, Fr Toby Boutle. Its popularity has grown during the second half of the year. The weekly J-Team (Sunday School), led by a committed team of parents, meet during Sunday Mass, after which the children talk and demonstrate to the congregation their learning and achievement(s) of the morning. There have also been other activities such as monthly film shows, with between 40 – 70 children attending, the annual Pancake party, a special workshop on Good Friday, a return to church party at the beginning of September and a Crib service on the Third Sunday of Advent.

Christmas is a very special time of celebration where many sections of the community come together to partake in the services. On Mothering Sunday and again at Easter we saw a good increase in families and individuals attending the Family Mass – 124 adults and 25 children on Mothering Sunday and 177 adults and 30 children on Easter Sunday.

On 7th October, to celebrated Harvest Thanksgiving, the Sunday Mass was taken with seating gathered around a central altar instead of facing the high altar. The restructuring of the seating proved very popular with those attending and will be considered again for the new year.

We continue our emphasis upon the family and the children's ministry with sound support from members of the congregation and clergy.

The church is very much aware of the requirement that all adults who have dealings with young people or vulnerable adults must receive DBS (police) checks whether as new or renewed. With the dedication of our DBS Administrator, Kim McNamee this requirement has been carried out for all concerned.

During 2017/2018 the Diocese of Chichester introduced a structured way of developing safeguarding practices for all parishes and churches within the Diocese, known as SQP (Simple Quality Procedures). Along with other churches, St George's was able to implement all the required standards associated with Safe Activities, Safe Practice, Safe Structures, and Safe People, involving clergy, PCC members and all team leaders and volunteers. It is understood there will be future levels of implementation to be introduced.

In May, new laws relating to Data Protection came into force with all businesses, other establishments, including parishes and PCCs required to produce a Data Privacy Notice explaining how the personal data of church members is used, securely housed, and the individual's rights etc. This was introduced at St George's under the guidance of the Data Controller, Fr Tim Peskett and the Data Compliance Officer Geraldine Burrows. In June members of the church family were invited to complete a Data Consent form, giving their permission to be contacted in relation to church matters, also authorising that their name and family contacts be

included in the church family register that was being updated. *A copy of the Data Privacy Notice is available on the St George's website www.whyke.info or in the first instance contact the parish office on 01243 782885.*

Teaching, baptising and nurturing new and existing believers

Our church continues to be recognised by parishioners and others as a space where life events are celebrated with joy and thanksgiving. During 2018 there has been 1 wedding, 8 church funerals, 3 burials of ashes, 18 baptisms, 3 children prepared for their Holy Communion and 4 confirmations.

It was a delight to celebrate the baptism of the 18 little ones who had come to faith, becoming members of the greater church family. The majority of baptisms took place during the Sunday Mass when the congregation were able to share in this special time.

During this year we have continued to receive spiritual guidance and friendship from our honorary assistant Priest to the parish, The Revd Canon Keith Richards who came to St George's Church during 2017 and has become well known for his entertaining but thought-provoking sermons. Fr Keith will be leaving us during 2019 for a parish of his own and will be missed by all.

In September 15 members of the church family took part in a parish retreat to Alton Abbey where those attending were lovingly looked after by the small community of Benedictine monks. The benefits were many for those taking part; gaining a deeper experience of living life as a Christian, attending regular services, meeting with and enjoying the company of the resident monks, spending leisure time and meals together as well as deepening their commitment to Christian life.

The weekly Bible Study sessions continue to prove very popular, invariably led either by the Incumbent or assistant Curate. Held at a nearby home of a church family, in depth discussions take place, deepening our understanding and faith in Jesus Christ.

Evangelism and outreach

Our Carers Group continue to meet once a month, providing a relaxing time for those adults with caring responsibilities. Light refreshments, a listening ear for sharing concerns and learning about available support are always available. Led by our assistant Curate, Fr Toby the group is open to all who may be a carer, not just from our parish but from all parishes within the city.

During September a new style quarterly Newsletter was introduced containing information on news and events within the life of our busy parish. The newsletter invites all associated with the church to submit articles that may be of interest to the readers including items on the history of the church.

During the lead up to Christmas the times of services, concerts and events were published in the local newspaper's (The Observer Series), festive magazine. A programme of all the services over the Christmas period were made available within the newspaper. This all helps to maintain links between the church family and those who have not yet felt the need to take part in what we do.

As a gesture to the immediate community around the church, the PCC had agreed to allow a local builder to have daily access to the church carpark for their vehicles whilst new houses were being built on the south side of the road the church is located on. This prevented severe parking headaches for local residents in what is a narrow residential road. In April, on completion of the properties the developers made good/replaced any hardstanding damage and in appreciation of the church's flexibility regarding the parking the frontage of the church was also made good as well as making a financial contribution to church funds, with their appreciation.

Our weekly after-noon 'Tea & Chat' sessions continue to be very popular, bringing members of the wider community together to enjoy socialising over home baked refreshments and conversations. A monthly craft

club join with them, attracting those who enjoy partaking in making handicrafts for sale at future fund-raising events.

The church choir continues to attract new members as well as providing excellent singing for regular church services. In October the choir performed at the *Last Friday in the Month* concert, supporting a member of the church who provided a wonderful, moving evening of music played on the oboe. This evening was a great success for all who attended.

Our local schools again attended the church for their end of term services with children actively taking part. These services always prove very popular with the children and adults attending, not only for the service but the spiritual peace of being there.

Provision of the church building for people to enjoy

It is important to us that the church is available for private prayer or to just visit and enjoy the peace and solace the church provides. This is not just for the church family but for the wider community.

During 2018 the church has continued to remain open during daylight hours for anyone who wishes to step inside, to just sit, pray, light a candle and enjoy the peace the church provides. The Visitors Book continues to give us heart that it was the right decision to take. To date, we are able to report that no vandalism has taken place during the year.

"Such a beautiful Mass and
singing from the choir"

Chloé

"Thank you for letting me
practise on the organ"

Phil S

During 2018 the 'Last Friday in the month' concerts resumed from April – October with both professional and local amateur performers raising in excess of £4,000 to be shared between the performers, nominated charities and church funds. All concerts were very well received by both members of the church family and others keen to be entertained by the performers. It was heartening for local amateur performers to entertain to a near full church, including young musicians seeking to raise funds for their future musical education. We look forward to the series resuming in 2019.

Our outreach community choir performed two concerts in the church during 2018, the summer concert being part of the annual Festival of Chichester raised £370 for SNOWDROP, a local charity caring for young people with life threatening illnesses. The concert in December raised £325 for a new local charity set up by the churches of Chichester in providing support, essential items and meals to local homeless people within the city. Entry to all the choir's concerts are always free and are very well attended by the wider community.

In June a hugely popular *St George's Talent Show* was organised, with approximately 70 children (and parents) from local schools taking part, as well as clergy, and adults. Resulting from this much enjoyed event a donation of £250 was made to the local Rumboldswyke CofE Primary School.

In July a rousing evening of singing along to *The Sound of Music* proved to be much enjoyed, with attendees from outside of the church as well as the church family. The evening ended with a locally provided fish and chip supper.

In August a very popular Hymns & Pimm's event took place, followed on with a much satisfying B-B-Q.

Held in September, the annual Jumble Sale, once again proved to be a great success, with particularly good quality clothes and items having been donated. This always proves to be great fun, whether those helping or those attending. This event raised in excess of £500.

In October a Harvest Barn Dance and Supper was much enjoyed by members of the church family and wider community.

The Christmas Market, held in December attracted many members of the public, arriving from early morning through to mid after-noon. The stalls were laden with items to buy and fun activities to partake in. Many stayed for coffee and cake and/or for light lunch. This event raised in excess of £1,500.

"Its lovely to be back at St George's
again, last time was in 2011"
Martin Ffrom Scotland

"Great to be here again, was here
at Sunday School in the 1950s"
Alan D.....

Provision of pastoral care for people living in the parish

Our Pastoral Care Team headed by the clergy and other lay people are responsible for hospital visits, home communions and anyone who is in need of pastoral and sacramental care.

The *Anna Chaplaincy* introduced during 2017 continues to flourish by way of providing spiritual care to older people, their families and carers, whether of any faith or none. The Abbas Combe Nursing Home located within the parish closed earlier in the year to enable a new Nursing Home to be built. Spiritual support continues to be available to the residents of Whyke Lodge with regular fortnightly services taking place.

Provision of tangible support to the less fortunate

Members of the church continue to be very supportive of the Chichester Food Bank, donating in a generous manner, with messages of appreciation and regular updates from the Bank received.

During 2018 St George's has been actively involved in working with other church groups within Chichester to serve homeless people in need through a new, ecumenical project called HEART. Fr Toby, our assistant Curate is on the steering committee for this project. Through HEART the churches are supporting a volunteer outreach worker to build contacts with those who are sleeping rough on the streets and to increase the provision of hot meals. St George's has financially been supporting this project. As part of the Harvest Festival for 2018 the giving was to provide toiletries which were distributed through HEART to the street homeless. During this year volunteers from the church received training with plans made for St George's to start providing free hot lunches and access to befriending and advice every week from the start of 2019, to be held within the church's Centre.

Charitable giving

During the early part of 2018 the church community gave £500 to the family following the death of a young person who had been head chorister in the church choir.

During May £300 was raised for the West Sussex Motor Neurone Disease Association by way of our Rector Fr Tim Peskett giving a free organ recital to a very well-attended audience whose retiring donations were gratefully received.

The charitable giving from collections over the Christmas period were mainly given to the HEART project, working with the homeless people of Chichester, with just under £800 shared between HEART and the soon

to commence free weekly lunches to be held here at St George's, part of the HEART project. The Children's Society received just under £80.

Other charitable giving is also listed under the heading *Provision of the church building for people to enjoy*,

Fabric of the church building and associated work

The ongoing issue of the size and problems caused by the Monterey Cypress tree, located behind the war memorial has continued to cause concern and annoyance to nearby neighbours, with over hanging branches and shutting out of light to properties. Also, the concern of the PCC due to the roof guttering regularly having to be cleaned out due to the falling of pine needles, if left unattended causing rain to enter the church/centre. This involves regular ladder work. During the year an application to the District Council to have the tree removed was turned down. However, after further consideration and application the council recently agreed to the reduction in length on three of the limbs and for the crown to be thinned by 15th. A response is currently awaited from the Diocese Advisory Council for permission for this work to go ahead.

During September confirmation had been received from the District Council awarding £820 towards the purchase of replacement seating in the church Centre, 80 chairs were ordered with the remaining expense met by the monetary gift from the estate of the late Hilda Yardley.

Earlier in the year a complete PAT test took place on all portable appliances located within the church, centre and office giving peace of mind with the appropriate 1 year and 2-year certificates received.

During September, a new double oven was purchased and installed within the Centre kitchen enhancing the facilities for those who wish to book the Centre and its facilities for meetings, children's parties and other activities.

Also, during September, a fire safety inspection was carried out by the West Sussex Fire Service. Several minor issues had been raised that required immediate attention. An item still outstanding is the electric motor at the kitchen hatch.

During early 2018 the local Scout Troop had volunteered to provide hands on support by way of clearing and tidying up of the exceptionally large churchyard, as part of working for their community badge. As the Scout Hut is adjacent to the churchyard the scouts have, on a monthly basis worked hard in helping to keep the undergrowth down. Along with a small team of adults strimming the pathways, we are much appreciative of the scouts and adults in their contribution to the respect and appearance of the churchyard.

Financial Review

Incoming and outgoing resources

A gift of £2,000 had been gratefully received from the estate of the late Hilda Yardley during the second half of the year.

Sharing ministry costs of the Diocese of Chichester

The largest expenditure for the PCC was the Parish Share to the Diocese which for 2018 was £69,656. This amount includes the cover of housing stipends, clergy training and pension costs of the clergy as well as national church responsibilities. Due to an outstanding loan the church was only able to commit to a pledge of £59,050 during this year. However, the loan has now been fully met and it is the intention of the PCC to increase the contribution for 2019.

The insurance cover for the church is met directly with Ecclesiastical Insurance to a total of £2,434.46 for 2018.

Staff Costs

The PCC is fortunate in that it does not incur any office staff costs, all administration work being carried out by two very competent and hard-working volunteers. For these services the PCC is most grateful.

Our parish organist, also a trustee, received £4,989.60 for her duties during 2018.
A total of £140.00 was paid for the services of relief organists.

Trustee payments and expenses

The PCC supports the Incumbent and Curate by paying council tax, water and environmental charges amounting to £2,930.50 for the rectory and £1,798.55 for the assistant curate's residence.

Office costs

There have been no major purchases for the office during 2018.

Money held in reserve

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England Deposit Fund, returning proportionately these funds to our current account, as and when finances are required to pay day-to-day bills. As at the end of December our reserves consist of £14,012 + £2,000 legacy and the CBF Church of England Investment Fund of £24,638. The intention is to transfer another £12,000 into the deposit account during 2019.

As well as holding the above general reserves, from time to time the PCC may receive restricted legacies for expenditure on purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor.

Structure, Governance and Management of the Charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011, its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year 2018 the following served as members of the Parochial Church Council:

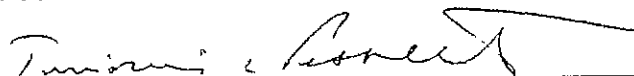
Ex Officio members

Incumbent:	The Revd Canon Timothy Peskett	Chairman
Asst. Curate:	The Revd Toby Boutle	
Hon. Assistant Priest (Non ex officio)	The Revd Canon Keith Richards	
Churchwarden:	Kenneth Green Mavis Dolton	Vice Chairman
Deanery Synod:	Geraldine Burrows (Until 2020) Fred Corbin (Until 2020) Sian Thomas (Until 2020) Mavis Dolton (Until 2020)	PCC Secretary
Elected Members:	Kim Mcnamee (Until 2021) Susan Howell Evans (Until 2021) Nikki Edge (Until 2021) Jane Martin (Until 2021) Tim Ratledge (Until 2020) Claire Risby (Until 2020) Debbie Stanford (Until 2020) Sue Bainbridge (Until 2020) Jill Merry (Until 2019) Pat Evans (Until 2019) Sara Fildes (Until 2019) Mary Howick (Until 2019)	Treasurer) Resigned October 2018

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members – the incumbent, assistant curate the churchwardens and members of the Deanery, Diocesan or General Synods and 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and where possible, we try to ensure a balance of skills and experience .

The Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd Canon Timothy Peskett, PCC Chairman

PCC Chairman



28 / 2 / 2019

Trustees Financial Report

For the year ending 31st December 2018

During the early part of 2018 and due to work pressures of our Treasurer, Claire Risby, the Parochial Church Council had taken the decision to employ a book-keeper, Katie Lowen to provide support in maintaining the financial records and to produce regular spreadsheets.

Katie Lowen is an experienced book-keeper, with regards to church finances, who carries out this responsibility for one other local church. The software used to produce reports is similar to previous annual reports.

It may be noticed there are a few slight variations as to the headings, but the overall figures are correct.

As at the end of December 2018 Claire Risby stood down as Treasurer and as of January 2019 Jane Martin was appointed as the new Treasurer. With the guidance of Claire this financial document has been prepared by Jane, which the PCC is most grateful for.

This Annual Financial Report for the year ending 31st December 2018, was approved by the PCC and signed on their behalf by:

The Revd Canon Timothy Peskett, PCC Chairman

PCC Chairman Timothy Peskett Date 31.3.2019

Website: www.whyke.info

Incumbent: The Revd Canon Timothy Peskett, The Rectory, Whyke Road, Chichester PO19 7AQ

Independent Examiner: Richard Carlisle Ex CPFA - Chartered Public Finance Accountant

Bankers: Barclays Bank, East Street, Chichester PO19 1HR

Registered Charity No. 1133301

Independent Examiner's Report to the PCC of St George's Church, Whyke, Chichester, for the Year Ended 31st December 2018

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Whyke, Rumboldswyke and Portfield, Chichester, on the annual report for the year ended 31st December 2018.

Respective responsibilities of trustees and examiner:

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examiner is needed.

It is my responsibility to:

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

Basis of independent examiner's statement:

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit; consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement:

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

- which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examiner's signature W.R. Carlisle

Examiner's name (CAPITALS) WALTER RICHARD CARLISLE

Date 18 APRIL 2019

Examiner's address 40 GUILDEN ROAD

..... CHICHESTER PO19 7LA

Relevant professional qualifications (if any) Chartered Public Finance Accountant (CPFA)
..... (Retired!)

St Georges

Balance Sheet detailed

	As at 31/12/2018	As at 31/12/2017
Current assets		
6501: Barclays Bank current account	21,346.20	27,288.27
6505: Investment Account - Langdale Avenue	10,073.32	10,549.17
6510: Investment Account - Portfield Hall	12,621.02	13,217.22
6515: CBF Deposit Account	14,012.26	13,492.46
6520: Investment Account	1,469.94	1,479.05
6525: Barclays - Churchyard	1,298.28	1,078.76
6530: Investment - Churchyard	474.00	496.39
6550: Debtors	7,353.81	6,337.01
6590: Cash - Flower Tin	199.64	199.64
Z05: Accounts Receivable	290.00	693.00
Total Current assets	69,138.47	74,830.97
Liabilities		
6601: Loans received	—	5,000.00
6699: Agency collections	1,320.47	—
Z04: Accounts Payable	3,345.89	3,296.90
Total Liabilities	4,666.36	8,296.90
Net Asset surplus (deficit)	64,472.11	66,534.07
Reserves		
Excess / (deficit) to date	(2,061.96)	—
Z01: Starting balances	66,534.07	66,534.07
Total Reserves	64,472.11	66,534.07

Represented by Funds		
Unrestricted	51,838.21	54,505.46
Designated	9,192.04	8,774.77
Restricted	3,441.86	3,253.84
Endowment	—	—
Total	64,472.11	66,534.07

Notes to the financial report

- **Accounting convention**

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current (2015) Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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 affiliation to another body, nor those which are informal gatherings of church goers.

- **Funds accounting**

Funds held by the PCC are:

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

Designated funds – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds –

a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest;

b) donations or grants 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. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

- **Income and endowments**

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable and the amount accords with the Gift Aid declaration or other record of intention to donate.

Gift Aid recovered is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC.

Charitable activities

Sales of magazines and study notes are recognised when received.

Rents from property are recognised in accordance with the rental agreements, when receipt is probable.

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either when received, or in the case of The Centenary Centre hire and concerts, for the year in question irrespective of date of receipt. Advance bookings are included in creditors until the booking has taken place.

Investment income – Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised in accordance with the above overall policy.

Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

- **Expenditure**

Expenditure is accounted for on an accruals basis and accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

- **Fixed assets**

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011. Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to 1 January 2018 there is insufficient cost information available and therefore the cost of such assets is not stated in the financial statements.

All expenditure on consecrated or beneficed buildings and individual items costing under £1000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

- Fixtures and fittings 20%
- Audio visual equipment 33%
- Office equipment 25%

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

- **Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

The Debtors figure of £7353.81 represents Gift Aid money claimed for 2018 but not received by 31 December.

Accounts Receivable represent The Centenary Centre hire invoices not paid by 31 December.

Short term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

- **Agencies (Postboxes)**

Agencies are organisations for which the PCC has collected money. These include the Diocese Wedding and Funeral Fees as well as charities such as Parkinsons UK, Childrens' Society and Motor Neurones. The Agency collections figure represents money which had not been paid over to the agencies as of 31 December. Cheques were sent to the settle the Diocese Funeral Fees, Heart Community and Childrens' Society at the beginning of 2019.

- **Salaries, Wages & Honoraria**

During the year the PCC employed an organist part time. The parish organist, Mrs Sue Howell-Evans, who is a member of the PCC, was paid £4989.60 during the year with another £140 paid to relief organists. No other PCC member, nor persons closely connected to them received any form of remuneration. No person received remuneration in excess of £60 000.

The PCC also employed a book-keeper, who was paid a total of £705. This amount is included in the Church Running Expenses figure.

St Georges
Statement of Financial Activities
For the period from 01 January 2018 to 31 December 2018

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<i>Income and endowments from:</i>					
Donations and legacies	74,876	200	—	75,076	92,119
Income from charitable activities	8,632	—	—	8,632	11,709
Other trading activities	35	—	—	35	—
Investments	(109)	(11)	—	(121)	456
Other income	3,835	—	—	3,835	8,268
Total income	87,271	188	—	87,459	112,553
<i>Expenditure on:</i>					
Raising funds	1,052	—	—	1,052	2,497
Expenditure on charitable activities	79,112	—	—	79,112	65,439
Other expenditure	9,355	—	—	9,355	15,661
Total expenditure	89,521	—	—	89,521	83,699
Net income / (expenditure) resources before transfer	(2,249)	188	—	(2,061)	28,954
<i>Other recognised gains / losses</i>					
Net movement in funds	(2,249)	188	—	(2,061)	28,954
<i>Reconciliation of funds</i>					
Total funds brought forward	63,280	3,253	—	66,534	37,579
Total funds carried forward	61,030	3,441	—	64,472	66,534

There may be minor discrepancies in the totals if the pence are not being shown

St Georges

Analysis of Income and expenditure Selected period: 01 January 2018 to 31 December 2018

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Income and endowments						
Donations and legacies						
0101 - Tax Efficient Giving	46,155	5	200	—	46,360	38,282
0201 - Other planned giving	4,320	304	—	—	4,624	3,549
0301 - Collections @ Services	5,960	—	—	—	5,960	5,216
0401 - All other giving	2,387	648	—	—	3,036	6,267
0550 - Special Appeals	—	—	—	—	—	982
0601 - Tax recovered on Gift Aid	13,011	83	—	—	13,094	11,821
0701 - Legacies Received	2,000	—	—	—	2,000	26,000
Donations and legacies Totals	73,835	1,040	200	—	75,076	92,119
Income from charitable activities						
0901 - Fundraising / Trading Activities	6,054	405	—	—	6,459	9,462
1101 - Parochial Fee Retained	2,144	—	—	—	2,144	2,247
1210 - Bookstall sales - fundraising	28	—	—	—	28	—
Income from charitable activities Totals	8,227	405	—	—	8,632	11,709
Other trading activities						
1220 - Bookstall sales - fund raising	35	—	—	—	35	—
Other trading activities Totals	35	—	—	—	35	—
Investments						
1001 - Income Investment	(344)	—	(21)	—	(366)	456
1020 - Bank and building society interest	235	—	9	—	245	—
Investments Totals	(109)	—	(11)	—	(121)	456
Other income						
1240 - Hire of hall	3,835	—	—	—	3,835	7,749
1260 - Other Sales	—	—	—	—	—	509
1270 - Sale of Asset	—	—	—	—	—	10
Other income Totals	3,835	—	—	—	3,835	8,268
Income and endowments Grand totals	85,825	1,446	188	—	87,459	112,553

Expenditure

Raising funds

1701 - Costs of Generating Voluntary Income	178	—	—	—	178	80
1710 - Costs of Fundraising / Trading Activities	874	—	—	—	874	2,416
Raising funds Totals	1,052	—	—	—	1,052	2,497

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Expenditure on charitable activities						
1801 - Missionary & Charitable Giving	40	—	—	—	40	2,041
1910 - Parish Share	58,050	—	—	—	58,050	60,000
2130 - Parsonage house expenses	2,930	—	—	—	2,930	—
2201 - Parish training and mission	12	—	—	—	12	—
2301 - Church Running Expenses	3,304	1,028	—	—	4,333	3,398
2320 - Organ / piano tuning	286	—	—	—	286	—
2330 - Church maintenance	1,500	—	—	—	1,500	—
2331 - Cleaning	99	—	—	—	99	—
2350 - Upkeep of churchyard	64	—	—	—	64	—
2360 - Administration	2,012	—	—	—	2,012	—
2370 - Office Telephone	450	—	—	—	450	—
2401 - Church running - electric	3,432	—	—	—	3,432	—
2410 - Church running - gas	2,185	—	—	—	2,185	—
2420 - Church running - water	78	—	—	—	78	—
2560 - Hall running - maintenance	2,635	—	—	—	2,635	—
Expenditure on charitable activities Totals	78,084	1,028	—	—	79,112	65,439
Other expenditure						
2050 - Salaries, Wages & Honoraria	4,989	—	—	—	4,989	5,209
2101 - Ministry Expenses	29	—	—	—	29	4,832
2120 - Utility Accounts	—	—	—	—	—	3,573
2160 - Curates House Expenses	1,798	—	—	—	1,798	—
2302 - Ecclesiastical Church Insurance	2,434	—	—	—	2,434	—
2310 - Other Church Activities	103	—	—	—	103	2,046
Other expenditure Totals	9,355	—	—	—	9,355	15,661
Expenditure Grand totals	88,492	1,028	—	—	89,521	83,599

St Georges
Agencies (Postboxes) - Details
Selected period: 01 January 2018 to 31 December 2018

Description	Cheque	Audit Number	Date	Debit	Credit	Balance
Chichester City Band						
Chichester City Band	105679	1000138	29/04/2018	205.50	—	
Chichester City Band	R18 017	1000118	29/04/2018	—	205.50	
Total for this date range				205.50	205.50	—
Closing balance 31/12/2018				205.50	205.50	—

Childrens Society (Christingle)

Christingle Service	R18 051	1000584	25/12/2018	—	76.14	
Total for this date range				—	76.14	(76.14)
Closing balance 31/12/2018				—	76.14	(76.14)

Diocese Wedding Fees

Wedding Fees Fees	R18 022	1000220	03/06/2018	—	201.00	
Parochial Fees	Diocese	105758	30/11/2018	201.00	—	
Total for this date range				201.00	201.00	—
Closing balance 31/12/2018				201.00	201.00	—

Funeral Diocese Fees

Diocese Funeral fees	R18 004	1000016	28/01/2018	—	130.00	
Funeral Fees	R18 008	1000566	25/02/2018	—	13.00	
Reynolds Undertakers	R18 011	1000556	18/03/2018	—	103.00	
Reynolds Undertakers	R18 015	1000116	15/04/2018	—	103.00	
Dillistone & Wraights	R18 016	1000117	22/04/2018	—	161.00	
Co-operative	R18 016	1000117	22/04/2018	—	116.00	
Dillistone & Wraights	R18 017	1000118	29/04/2018	—	130.00	
Diocese of Chichester		105688	13/05/2018	246.00	—	
Co-operative	R18 020	1000577	20/05/2018	—	161.00	
Dillistone & Wraights	R18 021	1000578	27/05/2018	—	161.00	
Funeral Fees	R18 025	1000501	01/07/2018	—	103.00	
Diocese of Chichester -...		1000264	08/07/2018	935.00	—	
Additional Inscription	R18 027	1000503	15/07/2018	—	13.00	
Funeral Fees	R18 030	1000287	05/08/2018	—	103.00	
Funeral Fees	R18 031	1000288	12/08/2018	—	161.00	
Funeral Fees	R18 035	1000330	09/09/2018	—	40.00	
Funeral Fees	R18 038	1000514	07/10/2018	—	161.00	
Funeral Fees	R18 042	1000579	04/11/2018	—	130.00	

Description		Cheque	Audit Number	Date	Debit	Credit	Balance
Funeral Fees	Diocese	105758	1000574	30/11/2018	277.00	—	
	R18 049		1000452	16/12/2018	—	161.00	
Total for this date range					1,458.00	2,111.00	(653.00)
Closing balance 31/12/2018					1,458.00	2,111.00	(653.00)

Funeral Fee - Verger

Verger	R18 015		1000116	15/04/2018	—	30.00	
Verger		105671	1000130	15/04/2018	30.00	—	
Total for this date range					30.00	30.00	—
Closing balance 31/12/2018					30.00	30.00	—

Heart Community

Kingsham Navitilly Service	R18 049		1000452	16/12/2018	—	141.33	
Nine Lessons & Carols	R18 050		1000583	23/12/2018	—	45.00	
WRAP Choir - Donations Heart	R18 050		1000583	23/12/2018	—	225.00	
Total for this date range					—	411.33	(411.33)
Closing balance 31/12/2018					—	411.33	(411.33)

Luc Family re concert

Concert Expenses Luc Family	Luc Family	105727	1000314	31/08/2018	550.00	—	
Concert	R18 034		1000511	02/09/2018	—	550.00	
Total for this date range					550.00	550.00	—
Closing balance 31/12/2018					550.00	550.00	—

Lucy's Stole

Donation to Lucy's Stole	R18 019		1000163	13/05/2018	—	80.00	
Donation to Lucy's Stole	R18 020		1000577	20/05/2018	—	60.00	
Donation to Lucy's Stole	R18 021		1000578	27/05/2018	—	20.00	
Donation to Lucy's Stole	R18 022		1000220	03/06/2018	—	95.00	
Donation to Lucy's Stole	R18 024		1000500	17/06/2018	—	15.00	
Donation to Lucy's Stole	R18 024		1000227	24/06/2018	—	10.00	
Stole re Lucy Sullivan			1000271	29/07/2018	185.00	—	
Total for this date range					185.00	280.00	(95.00)
Closing balance 31/12/2018					185.00	280.00	(95.00)

Mark Jennings

Description	Cheque	Audit Number	Date	Debit	Credit	Balance
Ken Green re Mark Jennings...		1000585	08/07/2018	230.00	—	
Total for this date range				230.00	230.00	—
Closing balance 31/12/2018				230.00	230.00	—

Motor Neurones

fday concert	R18 021		1000578	27/05/2018	—	300.00	
Donation to MNDA		105706	1000213	17/06/2018	300.00	—	
Total for this date range					300.00	300.00	—
Closing balance 31/12/2018					300.00	300.00	—

Parkinsons UK

Funeral Collection Parkinsons	R18 019		1000163	13/05/2018	—	92.50	
Funeral Collection	Parkinsons Society	105745	1000381	20/10/2018	170.00	—	
Transfer from St W. To...	Jnl 9 Dec 2018		1000564	31/12/2018	—	92.50	
Total for this date range					170.00	185.00	(15.00)
Closing balance 31/12/2018					170.00	185.00	(15.00)

Photograph Frame

Kay Glover	R18 022		1000220	03/06/2018	—	60.00	
Kay Glover	R18 023		1000223	10/06/2018	—	10.00	
Total for this date range					—	70.00	(70.00)
Closing balance 31/12/2018					—	70.00	(70.00)

Ride & Stride

Ride & Stride	Sx Historic Churches	105742	1000378	13/10/2018	185.00	—	
Ride & Stride Event	R18 039		1000557	14/10/2018	—	185.00	
Ride & Stride Event	R18 040		1000516	21/10/2018	—	26.00	
Ride & Stride	Sx Historic Churches	105747	1000417	27/11/2018	26.00	—	
Total for this date range					211.00	211.00	—
Closing balance 31/12/2018					211.00	211.00	—

Rumboldswyke Primary

Talent Show	R18 024		1000500	17/06/2018	—	277.74	
Rumboldswyke School			1000625	19/07/2018	250.00	—	
Transfer of funds from...	Jnl 14 - Dec 2018		1000637	31/12/2018	27.74	—	

Description	Cheque	Audit Number	Date	Debit	Credit	Balance
Closing balance 31/12/2018				277.74	277.74	—

Snowdrop Trust

WRAP Choir	R18 028	1000504	22/07/2018	—	370.00	
Snowdrop Trust		1000273	29/07/2018	370.00	—	
Total for this date range				370.00	370.00	—
Closing balance 31/12/2018				370.00	370.00	—

St Wilfreds

Funeral Collection St Wilfreds	R18 019	1000163	13/05/2018	—	92.50	
Transfer from St W. To...	Jnl 9 Dec 2018	1000564	31/12/2018	92.50	—	
Total for this date range				92.50	92.50	—
Closing balance 31/12/2018				92.50	92.50	—

Victoria Fund

Victoria Fund	R18 008	1000575	11/02/2018	—	105.00	
Victoria Fund	R18 006	1000575	11/02/2018	—	187.00	
Victoria Fund	R18 007	1000054	18/02/2018	—	60.00	
Tracey Hill	P18 021	105652	1000565	18/02/2018	518.00	—
Victoria Fund	R18 007	1000054	18/02/2018	—	166.00	
Tracey Hill	P18 021	105652	1000565	18/02/2018	2.00	—
Victoria Fund - retained for...	R18 008	1000566	25/02/2018	—	30.00	
Tracey Hill		105672	1000131	15/04/2018	30.00	—
Victoria Fund Agency Clean...	Jnl 10 - Dec 2018	1000636	31/12/2018	—	2.00	
Total for this date range				550.00	550.00	—
Closing balance 31/12/2018				550.00	550.00	—

Wedding - Organist

Wedding - Organist	R18 026	1000502	08/07/2018	—	70.00	
Wedding Organist - Agency...	Jnl 10 - Dec 2018	1000638	31/12/2018	70.00	—	
Total for this date range				70.00	70.00	—
Closing balance 31/12/2018				70.00	70.00	—

St Georges

Fund statement of change 01/01/2018 to 31/12/2018

Fund	Brought forward				Movement				Carried forward			
	Unrestricted	Designated	Restricted	Endowment	Unrestricted	Designated	Restricted	Endowment	Unrestricted	Designated	Restricted	Endowment
ChIDC	—	610.00	—	—	—	—	—	—	—	610.00	—	—
Choir	—	764.68	—	—	—	(104.50)	—	—	—	660.18	—	—
Cyard	—	—	1,575.15	—	—	—	197.13	—	—	—	1,772.28	—
DesFlower	—	1,002.47	—	—	—	(183.50)	—	—	—	818.97	—	—
Flower	—	—	199.64	—	—	—	—	—	—	—	199.64	—
GirlsChoir	—	247.22	—	—	—	—	—	—	—	247.22	—	—
Holiday	—	328.40	—	—	—	—	—	—	—	328.40	—	—
Lunch	—	—	—	—	—	405.27	—	—	—	405.27	—	—
Restricted	—	—	1,479.05	—	—	—	(9.11)	—	—	—	1,469.94	—
Woodham	—	5,732.00	—	—	—	—	—	—	—	5,732.00	—	—
General	54,505.46	—	—	—	(2,667.25)	—	—	—	51,838.21	—	—	—
Organ	—	90.00	—	—	—	300.00	—	—	—	390.00	—	—
Totals	54,505.46	8,774.77	3,253.84	—	(2,667.25)	417.27	188.02	—	51,838.21	9,192.04	3,441.86	—