



Trustees Annual Report and Financial Statements of the PCC

Year Ended 31st December 2018

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Revisions:

Current - R04

Administrative Information

This document is prepared by the Parochial Church Council of the Ecclesiastical Parish of Cranley otherwise Cranleigh.

Rector and Advisers:

Rector: Reverend Roy Woodhams

Registered Charity No.: 1131701

Bankers: Lloyds Bank Plc, Bank Buildings, High Street, Cranleigh, Surrey, GU6 8BD
The CBF Church of England Funds (CCLA Investment Management Limited),
Senator House, 85 Queen Victoria Street, London, EC4V 4ET

Independent Examiner: Oakwood, The Old Forge, Smithbrook Barns, Horsham Road, Cranleigh, Surrey, GU6 8LH

St Nicolas Church Cranleigh is situated in The High Street, Cranleigh, Surrey. It is part of the Diocese of Guildford within the Church of England. The PCC was registered as a charity with the Charity Commission on 18th September 2009. Its registered name is 'The Parochial Church Council of the Ecclesiastical Parish of Cranley otherwise Cranleigh' hereafter referred to as 'PCC St Nicolas Church Cranleigh'.

The following have served on the Parochial Church Council (PCC) during the period from 1st January 2018 until the date this report was approved unless otherwise indicated. Additionally, all PCC members have served as a Trustee of the registered charity:

Chairman: The Reverend Roy Woodhams (Rector)

Curate: The Reverend Ian Maslin

Non-Stipendiary Minister: The Revd Myles Owen (licensed from 30th July 2017) **LEFT PARISH in 2018**

Young People's Minister: Miss Gabrielle Clark (Co-opted with voting rights from September 2017)

Licensed Lay Minister: Mrs Judith Wedderspoon

Church Wardens: Mrs Katherine Tuck from Annual Parochial Church Meeting (APCM) 2015 to date

Mr Michael Roberts from APCM 2017 to date
Hon. Secretary: Mr Robert Isherwood-Crook from APCM 2015 to date (Co-opted without voting)

Hon. Treasurer: Mr Jeffrey Wood APCM 2013 to date

Parish Administrator: Mrs Elise Whittington without voting rights

Deanery Synod: Mrs Sandra Keeping APCM 2017 to date

Mrs Joan Connolly APCM 2017 to date

Mrs Jan Goldsmith APCM 2017 to date

Miss Margie Nursey APCM 2017 to date

Elected Members: Mr Howard Cherry from APCM 2015 to APCM 2018

Mrs Susan Clarke from APCM 2015 to APCM 2018

Mr Paul Jenkins from APCM 2015 to date

Mrs Linda King from APCM 2015 to APCM 2018

Mrs Rosemary Burt from APCM 2016 to date

Mrs Jan Durrant from APCM 2016 to date

Mr Roy Hislop from APCM 2016 to date

Mrs Claire Oxborough from APCM 2016 to date

Mrs Maria Poole from APCM 2016 to date

Mr Antony Garstone from APCM 2017 to date

Mrs Rosanna Kidd from APCM 2017 to November 2018

Mrs Susan Knight from APCM 2017 to date

Mr Simon Smith	from APCM 2017 to Summer 2018
Mr Colin Tilbury	from APCM 2017 to date
Mr Maurice Bowles	from APCM 2018 to date
Mrs Steff Shepherd	from APCM 2018 to date
Mrs Amanda Wigfield	from APCM 2018 to date
Mr Gordon Cheesman	from APCM 2018 to date

Vision Statement

At the PCC meeting held on 9th July 2014 the following was adopted as the guiding basis towards a 'Vision for the Way Ahead' for St Nicolas Church, Cranleigh:

St Nicolas Cranleigh . . .

***A Community Growing in Faith, Hope and Love
Reaching into the heart of the local community
Leading all to the liberating truth of Christ***

To achieve this, we will seek:

- To be an inclusive church, welcoming all in the love of Christ
- To be a light shining in the community
- To uphold Christian values
- To make a stand for truth and justice on issues local, national and international
- To respond to the changing culture of the 21st Century
- To deepen our faith and understanding of what it means to be Christian
- To encourage All Member Ministry
- To be a church representing the whole age and social profile of the community
- To encourage the building of Community Spirit within the Village
- To grow our current membership

At a local level this Vision seeks to support the 12 goals set out in the Diocese of Guildford's vision and mission strategy 'Transforming Church, Transforming Lives' -

1. Making disciples
2. Increasing believers
3. Growing youth and children's ministry
4. Developing lay leaders
5. Recruiting more clergy
6. Cultivating community partnerships
7. Reaching beyond borders
8. Nurturing education
9. Encouraging generous giving
10. Sharing expertise
11. Communicating effectively
12. Improving church buildings

More information can be found on the Diocese of Guildford website
www.cofeguildford.org.uk/about/transforming-church-transforming-lives

Public Benefit

As the Parish Church for Cranleigh, St Nicolas is open to all denominations for Christian worship. The church is at the heart of our community and open every day. It is an active church with a wide age range, aiming to show the love of Christ through all we say and do. There is a rich variety of services to suit different ways of

worshiping God ranging from Common Worship Holy Communion to informal Family Services, traditional 1662 Holy Communion and Evensong. Furthermore, St Nicolas appeals to young people and families with an increasing breadth of Christian fellowship, activities and events.

Structure, Governance and Management

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

The day-to-day management of the PCC is vested in the Rector (the PCC Chairman) with support from the two Churchwardens.

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.

Utilising the skills developed in outside careers and experience, the PCC assist in highlighting those individuals appropriate for selection to join the PCC at the Annual Parochial Church Meeting (APCM). A wide range of matters affect the management of Church activities including compliance with Health and Safety and disability discrimination legislation, child protection, safeguarding and inclusion, financial reporting and Charities Commission legislation, building maintenance, and employee legislation. Appropriate training through the Diocese on specialised subjects takes place. Those attending are able, and encouraged, to report back to the PCC. Training is also provided by parishioners compliant with topics in their day to day careers. Written resources and Information Technology (IT) are also utilised.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law, FRS 102 (Financial Reporting Standards) and SORP 2015 (Statement of Recommended 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 that period. In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods and principles in the current Charities Statement of Recommended Practice (SORP).
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements on an accrual basis.

The trustees are responsible for keeping sufficient 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, Charity Reporting and Accounting Guidance, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are further responsible for employing staff to undertake key roles in the Church, mindful of the Parochial Church Councils (Powers) Measure 1956, statutory employment legislation and other current Church of England Guidelines. The Standing Committee will first prepare proposals regarding employment and remuneration before consultation with the whole PCC. St Nicolas Church employed the following in 2018:

- A Verger – Part Time
- A Church Administrator – Part Time
- A Young People's Minister – Full Time

Remuneration is calculated and reviewed annually with reference to employee experience/qualifications, Retail Price Index, local comparators and performance, and is monitored through annual reviews conducted by the Rector.

PCC Meetings

7 meetings excluding APCM with average 80% attendance.

Team Structure

It is intended that all PCC members serve on at least one of the 'teams', thus providing the means for the PCC to enquire upon any points raised within team meeting minutes presented to the PCC. It also allows the PCC to send thoughts/directives back to the teams. The team structure is organised as shown on the following diagram:

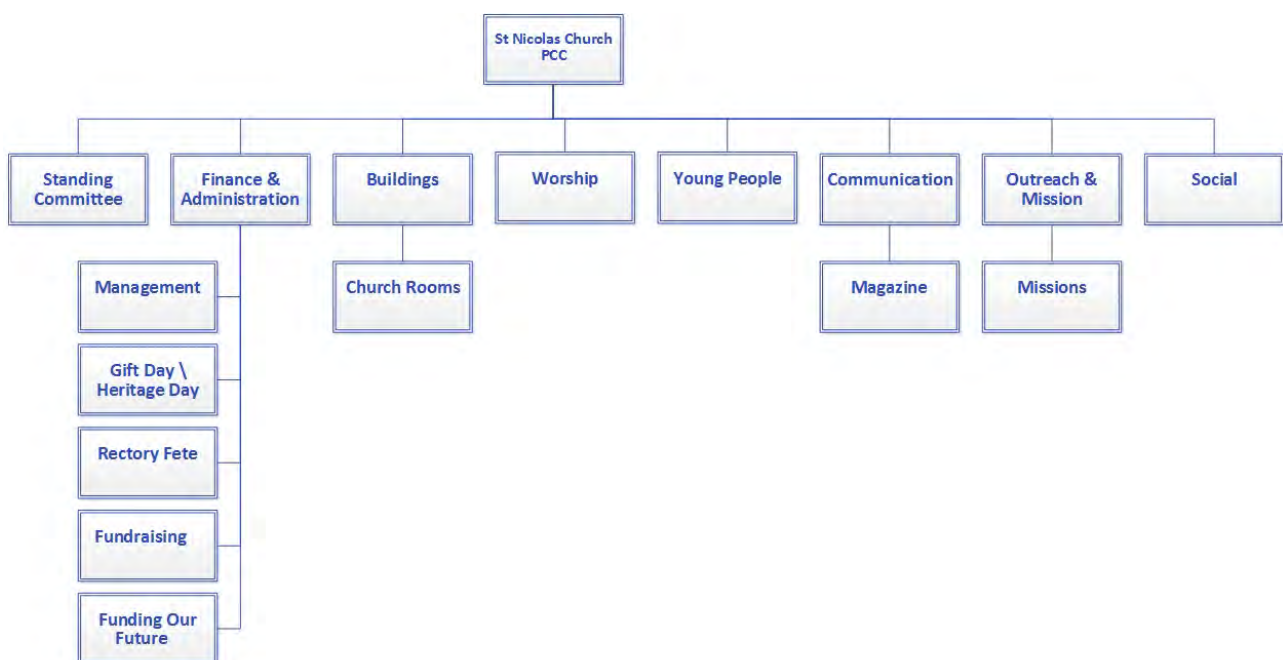


Diagram to illustrate Team structure

- **Standing Committee**

This is the only committee required by law and must have not less than five members; the Rector, two Churchwardens and two others appointed by members of the PCC. In 2018 Katherine Tuck and Mike Roberts were the Churchwardens with Paul Jenkins and Jeffrey Wood filling the other two places. The Standing Committee has the power to transact business of the Council between Council meetings, subject to any direction given by the Council.

- **Finance and Administration Team**

The Finance and Administration Team administers day to day management of Church funds and the central administration of the Church and office. It considers any proposed expenditure greater than £250 before submission to the PCC, and advises the PCC & all teams on financial matters. The Finance and Administration Team is also responsible for ensuring that regular attention is paid to financial planned giving, promoting all forms of tax efficient giving, legacies and reviewing all finance and administration activities to ensure that best value for money is attained from procurement. The

team is responsible for setting annual budgets and monitoring monthly turnover. Meeting six times annually, the team records proceedings and reports significant and emerging issues to the PCC at the next PCC meeting.

Under the umbrella of the Finance and Administration Team are the:

- **Management Team**

This Team ensures the smooth day-to-day running of the Church. It meets fortnightly to coordinate the range of upcoming Church services, notices/weekly sheet additions, administrative issues, and the Church opening and closing roster.

- **Gift/Heritage Day Team**

The Gift/Heritage Day Team convenes to coordinate the content of leaflets and their distribution throughout Cranleigh and organises the people and material resources required for cash collections on our annual Gift/Heritage Days. They, in conjunction with the Communications Team, seek to find different ways in which to engage with, and encourage, the wider Cranleigh community to contribute funds towards the upkeep of the Church as a principal village landmark of great heritage value.

- **Rectory Fete Team**

This group organises the annual fete, initiating ideas for stalls, entertainment and its publicity in alliance with the Communications Team. The team also coordinates the setting up and dismantling of stalls and equipment on the fete day.

- **Fundraising Team**

The fundraising Team organises other revenue-generating events (outside the remit of the Social Team) such as the concert season.

- **Funding our Future Team**

This group reconvenes as and when the Finance Team deems it necessary to review levels of annual giving to the Church.

- **Building and Resources Team**

This team focuses upon the maintenance of the Church, Churchyard, Church car park, Church Rooms, and 22 Orchard Gardens Cranleigh. The Buildings Team has authority to carry out budgeted works not exceeding £250, and to make recommendations to the PCC via the Finance Team, where appropriate, for major repair or alterations including any matter involving a faculty or Archdeacon's certificate.

- **Worship Team**

This team manages all Pastoral and Ministry issues and the planning of services. The group includes Clergy, Licensed Lay Ministers, and Pastoral Assistants. It is intended that this group grow to include other members of the Church.

- **Young People's Team**

The Young People's team was formed in 2015 to act as a support for the Youth Minister.

- **Communications Team (refined from what has previously been referred to as 'Marketing')**

The Communications Team promotes the Church, its activities and mission, by ensuring that all activities undertaken by St Nicolas Church are well advertised in advance and receive wide publicity. The Team meets regularly to review past events and arrange advertising and publicity for future ones. Members of the Team keep all the church notice boards up to date and looking attractive.

The team will employ all forms of communication as appropriate, including local press, commercial publications, broadcast and the social media and will support the work of the Magazine Committee and supply information for the Parish Website.

Under the umbrella of the Communications Team is the:

- **Magazine Team**

Overseeing all matters concerning the Parish Magazine relating to editorial, advertising and financial management. The team advises and assists the PCC in matters concerning the bookstall, lending library and sales promotions including accountability for their financing.

- **Outreach and Missions Team**

The team considers how links can be strengthened with the wider Cranleigh community and beyond and promotes the mission of the Church and those organisations and charities that we have engaged with and support through our themed Sundays and financial contributions. The team recommends to the PCC the allocation of such funds as are made available to those groups for that purpose.

- **Social Team**

Advises, initiates, promotes and assists in providing a wide range of social activities to appeal not only to the Church congregation but also to the wider community.

Risk Management

The PCC has examined the principal areas of Risk Management of the Church operations and considered what risks may arise in each of these areas. In our opinion we are moving towards establishing resources and reviewing systems which in normal conditions should allow those risks identified to be mitigated to an acceptable level in day to day operations. Insurance prevails on major aspects and there is a Fire Risk Assessment and Health and Safety Report formally documented and regularly reviewed. The Church Policy statement for Child Protection and the Implementation Policy Document (implementing Diocesan policy) are both signed.

Child and Adult Safeguarding

In May 2018, the PCC agreed to continue to adopt the Diocese Safeguarding Policy. Brian Boxall, the St Nicolas Church Child/Adult Protection Officer, addresses the PCC annually to introduce himself to new members and to remind existing members of the safeguarding duties and responsibilities of the PCC. An annual report is given later in this document.

Objectives and Activities

The PCC of St Nicolas Church has the responsibility of co-operating with the Rector, the Reverend Roy Woodhams, in promoting the whole mission of the Church; pastoral, evangelistic, social and ecumenical. It has responsibility for the financial affairs, the maintenance and the appropriate insurance of the Church, Churchyard, Church Rooms, and 22 Orchard Gardens, Cranleigh; goods and ornaments thereof. The PCC meets regularly and is assisted by a considerable amount of Team work, which is essential in the smooth operation of St Nicolas Church.

Main Objectives

- Increase admittance to the Church of England.
- Adopt an atmosphere conducive to welcoming new people to the Church.
- Provide appropriate and sympathetic worship in all areas of the parish.
- Encourage improvement in the knowledge of the gospels.
- Strive for a welcoming atmosphere for all.
- Organise regular social events to provide entertainment, and to encourage the wider community to attend.
- Improve, renovate and maintain all church property.
- Undertake an annual stewardship review and when necessary organise a renewal programme to improve income and encourage Planned Giving.
- Promote Diocesan initiatives.
- Undertake Mission Sundays for chosen Missions and provide grants in accordance with agreed PCC Mission Giving policy.

Activities to Achieve Objectives

- Confirmation classes for all ages.
- Organisation of social evenings for newcomers.
- Provision of 'welcomers' at services, and after-service refreshments.
- Regular review of worship and music to ensure that content is appropriate to all our needs.
- Home communions.
- Services held at various venues in and around the village.
- Arrange home visits by clergy and pastoral assistants.
- Lent fellowship, and home study groups throughout the year.
- Monthly fellowship and weekly Lent lunches.
- Youth involvement through current groups, Church services and new activities generated by our Children, Youth and Family Worker.
- Social events organised and run by the Social Committee.
- Annual fete held in July for all the village.
- Improvement of income stream through Gift Days.
- Carefully consider advice given at Diocesan meetings to increase giving, especially through the gift aid scheme.
- Highlight Mission Sundays through the Mission Committee.
- A programme of building maintenance through professional and voluntary means.
- A programme of concerts performed during the year.

Parishioner and Church Member Involvement

The PCC is continuously indebted to all parishioners who give their time and talent to care for all aspects of Church life. Through the various teams, Church groups and individual volunteers, all aspects of worship, social activities, administration, teaching and maintenance are approached in a caring and meticulous fashion. It is an accepted fact that without this large number of faithful helpers, upkeep of the services we provide, and the Church property, would not be viable. Instead, with the great efforts of many we have

healthy and diverse fellowship, and a splendid Church in which to worship. The Rector and the PCC welcome new ideas and offers of help, and there is always room to join Teams and other opportunities for people to get involved. There will continue to be a concerted drive to encourage as many of the congregation as possible to identify where they can offer their time and talents to best and satisfying use through the whole range of Church activities.

Mission Giving Policy

The Mission Giving policy was reviewed in 2018 to help ensure that the annual budget for St Nicolas Church achieves (at worst) a break-even position. While the PCC have been adamant over the last few years of stretched resources that mission giving remains paramount it is accepted that giving is untenable in the event of a projected year-end accounting deficit. Therefore, the level of giving to mission organisations is assessed each year based on projected annual income from unrestricted funds, and whenever possible 10% of agreed income streams is donated. The annual parish share payment is now deducted from the income calculation on which our 10% mission giving is based as considerably more than 10% of the payment goes towards diocesan mission work helping poorer parishes and dioceses, setting up new churches, and education work for instance. Also deducted from the 10% calculation are collections received for specific organisations on designated 'Mission Sundays' or other designated events.

The Outreach and Missions Team will make annual recommendations for distributing available funds to support various charities for approval by the PCC. Where income improves the Outreach and Mission Team will recommend either increasing the giving to the agreed charities or alternatively making smaller grants to several requests received each year.

Achievements and Performance

Church attendance

For the 2018 Electoral Roll: There were 336 Parishioners; of those 10 live outside the GU6 post code but are regular Church goers. We had 18 new members.

We had 18 deletes (12 have died and 6 have moved away).

The average weekly attendance for October was 313 which is an increase of 53 on 2017.

Review of the year

True to tradition the year started with the customary New Year's Day walk, followed by a bring-and-share lunch in the Church rooms. The Annual Lent Course was based on 'The Power of Prayer' and was led by members of the Ministry Team. Early in April, a new monthly Prayer meeting started in Baynards Chapel with prayers for Outreach and Mission. Palm Sunday concluded with a performance of Handel's Messiah performed in Church by the Merry Opera Company. May saw our Church full of wonderful flower arrangements when the Flower Festival celebrated the 'Arts' in all forms; music, poetry, and literature. The festival was a great success, attracting many visitors from Cranleigh and further afield over the bank holiday weekend.

The annual fete was held on a lovely, fine summer's day on 14th July. In July we also said goodbye to our non-stipendiary Curate Miles Owen and wished him well for the future with his relocation to Manchester.

Between 6th-10th August the Church Rooms were full of excited 5-11 year olds as they had a fabulous time at the 'Showstoppers' holiday club. It was great to see the summer event taking place again after a year off. Further developments in the provision of youth-related activities saw Sunday Club renamed 'Seekers, Adventurers and Explorers' to cater for different age groups, and in September the '4 O'clock Slot' started for children aged 10-14.

On 2nd December we welcomed Bishop Jo Bailey Wells for the Deanery Confirmation Service. This was followed in the run up to Christmas by school and community carol services, Christingle and crib services and Christmas Day services, culminating with the Churches Together Community lunch in the church rooms; many thanks to Sheila Smith and all the volunteers for once again organising such a wonderful event.

There were four concerts during the year including 'Picnic in the Park' with the Sidewinder Band in July. By popular demand the Rector Roy Woodhams and his daughter Martha performed an evening of music by Ralph Vaughan Williams and his Contemporaries in August, and the quintet Quintessentially Wind made another visit to St Nicolas church in September. In October Roy fully demonstrated the range afforded by the church organ while playing an inspiring collection of organ music pieces entitled 'Pop goes the Organ'. Finally, in mid-December we welcomed Cranleigh Choral Society for an evening of Christmas music.

- **Communications Team**

The Communications Team promotes the church's mission by ensuring that all activities undertaken by St Nicolas Church are well advertised in advance and receive good publicity.

The Team meets regularly to review past events and arrange advertising and publicity for future events. Members of the Team keep all the church notice boards up to date and looking attractive.

We employ all forms of communication, as appropriate, including local and national press, commercial publications, broadcast and the social media. We support the work of the Magazine Committee and supply information for the Parish Website.

For several months last year the chairman was unable to participate owing to ill health. He is extremely grateful to the rest of the team, who rallied round and ensured that church services and events continued to be well advertised – on the church notice boards and in the parish magazine and the local press.

We are keen to support all the other teams and any individuals organising events under the auspices of the church. Any suggestions or requests should be sent to communications@stnicolascranleigh.org.uk

- **Deanery Synod**

During the year three meetings have been held. At the February meeting in groups we discussed 'Prayer and Spirituality'. This was led by the Rev'd Sarah Hutton OLM at Shere. She is a spiritual growth facilitator for the Guildford Diocese. She shared ideas and resources to help churches, individuals, families and young people to engage in creative prayer.

In June we said farewell to Hazel and Nick Whitehead. The new Archdeacon of Surrey, the Venerable Paul Davies, gave a presentation on his role as an Archdeacon, being a head servant. He explained his role as having two parts; pastoral heart and strategic head.

At the November meeting the diocesan stewardship adviser, Juliet Evans, spoke to us about church giving. Her main points were, how money is talked about in our parish, how mission and ministry are funded and how we give to Church.

- **Choir and Music**

Michael Clarke continued to lead the choir and the music group in providing musical support to the congregation for two services each Sunday and at a number of weekday evening services during the year. The choir sang at morning communion services, all evening services and some weddings and funerals, performed many anthems, participated in ecumenical events and once again enjoyed an annual dinner. Music group members sang and played at twice-monthly All-Age Worship Services, occasional Praise Services and the December Christingle and Crib Services.

Musical highlights included an RSCM Festival Evensong in Guildford Cathedral, two full Choral Evensongs in St Nicolas, and a special music-filled service to celebrate Christ the King. In January it was a great joy

for the choir to sing at the wedding in St Nicolas of former Head Chorister Elizabeth Robinson, including the first performance of an anthem she had written specially for the occasion.

It is particularly encouraging to report the launch by Catherine Beddison and Emma Unwin of a new St Nicolas Children's Choir. After starting in the autumn to rehearse after Sunday morning services, the Children's Choir sang beautifully at the Service of Nine Lessons and Carols and then at one of the Christmas Eve Crib Services.

- **Bell Ringers**

We have rung a total of six quarter peals since our last APCM report for 2017. One of those quarter peals was rung on Remembrance Sunday to commemorate the 100th anniversary of the ending of the First World War. We were able to ring for all the main Church services in 2018.

- **Child and Adult Safeguarding**

In May 2018, the PCC agreed to continue to adopt the Diocese Safeguarding Policy. Brian Boxall (the St Nicolas Church Child/Adult Protection Officer) will attend a PCC meeting after the APCM, to introduce himself to new members and to remind all members of the safeguarding duties and responsibilities of the PCC.

The past year has seen no major incidents/events in respect of either children or adult safeguarding. Brian has worked with Gabrielle and they will continue to work together to strengthen the safeguarding of children. Katherine Tuck agreed to be the PCC safeguarding lead member. This is very helpful and her help and support is welcomed. Brian will be working with Katherine in order to improve all aspects of safeguarding, but specifically in respect of adults as the profile of this area of safeguarding needs to be raised.

Brian has continued to undertake DBS and recruitment checks on a number of individuals, mainly for the volunteer leaders required for the holiday club and more recently those involved with the junior choir, and he spoke to the holiday club volunteers prior to the successful holiday club week.

The new national training programme, now well established, enables individuals to access C1 (basic safeguarding awareness) training online. This year we have focused on C2 training, and to that end a number of our leads joined with Shamley Green for a C2 training session. Brian will also hold a second C2 session in February 2019 in order to capture individuals who still need to undertake this level of training. Other individuals have attended different Diocesan training including domestic abuse training. We were looking to run a Safeguarding Sunday during the year but this did not take place. It is hoped that we will be able to fit this into the church calendar during the coming year, in order to raise awareness of the issues of safeguarding across the wider church membership.

Whilst we have the policies in place and individuals trained, we need to remember that it is the responsibility of us all to look out for the children, young people and vulnerable adults in our parish and to take positive action if we have concerns.

- **Children, Youth and Family Work**

Young People's Minister - Regular Activities:

Messy Church

Every second Sunday of the month Messy Church has been running in the Church rooms from 4-6pm. This has included crafts, activities, creative worship and a meal together for all ages.

Little Nic's Toddlers

Our St. Nicolas Church toddler group has been running every Friday morning during term time in the church rooms, at 10-11:30am. They had a terrific Christmas party in December, and a well appreciated Christmas party for the volunteers.

The Toddler group continues to prove very popular with parents and toddlers, averaging about 20-25 children each week. Each week we enjoy free playtime, a craft, snack and end the morning with a simple Bible story, singing and our Goodbye song. We have an enthusiastic and faithful team of about 15 volunteers on our rotas. In January 2018 we also started to pray before each session which has been a positive addition to our toddler group.

Explorers, Seekers and Adventurers (formerly Kids of Faith)

Every 2nd, 4th and 5th Sunday of the month, during the 10am service, 'Seekers, explorers and adventurers' are available for children, learning about the bible in a fun and interactive way. We changed the name from Kids of faith after deciding to split the group into three groups: Seekers for 3-5-year olds, Explorers for 6-9 year olds and Adventurers for those aged 10+

Confirmation

We had 5 young people confirmed in December, after having 6 weeks of confirmation classes together. (Some during Explorers sessions, and some in people's homes with pizza and fun)

All Age Services

Every 1st and 3rd Sunday of the month, our 10am services are designed to be for all age, so we can enjoy worship and fellowship together, young and young at heart. Every third Sunday, crafts are available for the children in Baynard's Chapel.

Ignite Youth Group (11-14s)

Ignite youth group ceased to run in April 2018 due to insufficient numbers, and other commitments for the young people already in the group.

Tea and Toast

Every Tuesday morning during term time at 8:30-10am in the Church Rooms we have been running a free drop in, providing tea and toast. This is run by a lovely group of 8 women who help once or twice a month each, and we have around 5 or 6 families that come along.

Summer Holiday Club

From the 6th-10th of August 2018, St. Nicolas Church ran a Summer Holiday Club for 5-11-year olds ('Showstoppers!' Scripture Union Club). Around 50 children attended through the week and over 45 people volunteered. It was received well, and the church received lots of positive feedback from the children and families. We finished the week with a joyous all age worship during the Sunday service after the club.

Schools Work:

Assemblies: Ian, Roy and Gabrielle regularly lead assemblies in the local CofE school (Cranleigh Primary) based on their 5 Christian values through the year: Friendship, Forgiveness, Endurance, Thankfulness, Compassion and Hope.

Worship Club: Gabrielle runs a Worship Club at Cranleigh Primary School on a weekly basis. This consists of a group of about 8 students each term who practice bible stories which they then act out in school assemblies. This is very popular and often has a waiting list.

Open the Book: Along with the other churches in Cranleigh, St. Nicolas Church runs Open the Book weekly in all three of the local primary schools: Cranleigh Primary, Park Mead and Cuthbert Mayne. This is coordinated by Gabrielle.

- **Cranleigh Mothers' Union**

The Cranleigh Branch of Mothers' Union is thriving with the monthly morning meeting averaging over forty and the evening meeting also well supported. Both have had a very interesting and diverse program over the past year.

At a wonderful Pre-Christmas Communion over seventy joined us followed by mulled wine and mince pies. The monthly Friday Corporate Communion is an important part of our Worship, so too is the M.U. Prayer and Bible Study groups. We go out into the community helping at services at both Cedar Court and Knowle Park, the local care homes. Our members are also involved in all aspects of Church Life. Not only with the Church Services but helping to run the Toddlers, Tea and Toast, Messy Church and Open the Book. 'The Team' continues to offer both Pastoral and practical help to Members.

The Branch has welcomed nine members from Loxwood and Alfold Branch which due to illness has had to close. We are delighted, and proud, that our Rector Rev'd Roy Woodhams (Member) has been appointed as a General Trustee for the Mother's Union Diocese of Guildford.

We purchased two small foldup tables for the use of everyone in the Church Rooms.

- **Social Events**

The Social Committee has, once again, provided a wide range of social activities for our church family, both young and old, as well as reaching out to members of the community and raising money for church funds.

The year started in March with a Kurling Evening, which was a fun team event, following a fish & chip supper. We repeated the Family & Church BBQ Lunch in the Rectory Garden on 3rd June and this was greatly enjoyed on a sunny Sunday. The Picnic in the Park in July with music from the Sidewinder Band and a successful raffle, has become a favourite annual event, attracting 90 people, including some families. The wonderful warm summer evening was an added bonus. The Harvest Lunch in October was also greatly enjoyed, when we tucked into jacket potatoes with fillings and salad, followed by delicious deserts. Another Quiz Evening in November attracted several new people who had seen it advertised in the village and this was, once again, a light-hearted fun evening, as well as testing our brain cells.

- **Outreach and Annual Mission Giving**

The Church has continued through 2018 with supporting CMS – David & Shelley Stokes in Argentina, Children's Society, Mission to Seafarers, Guildford YMCA, United Society Partners in the Gospel, Bible Society, and Happy Child International.

Contact is maintained by periodic Church magazine articles as well as the occasional pattern of special Mission Sundays. In 2018 this involved Happy Child International, Bible Society and the Children's Society. In addition, 2018 saw the completion of a promised donation over a period of 5 years to Holy Trinity Aldershot.

New initiatives were introduced during the year by the distribution of welcome packs to the new residents in the Longhurst estate off the Horsham Road. Furthermore, once a month on the third

Monday morning with a focus on a particular mission, a half hour prayer group met under the banner 'Prayer for the World'. A simple leaflet suggesting a prayer format to be followed has been produced also complemented by other leaflets with Morning Prayer and Evening Prayer. The current representatives for each of the missions and charities supported are:

Children's Society - Marion Gasper/Katherine Tuck
CMS - Pamela Bigg
Happy Child International - Mike Roberts
USPG - Paul Jenkins
Bible Society - Sheila Smith
Mission to Seafarers - Margie Nursey
Guildford YMCA - Jan Durrant

- **Church Rooms**

The Church Rooms continue to provide much needed facilities for the Church and the local community (clubs, groups and families). The rooms are now in use seven days a week and generate valuable income for Church funds; more details can be found in Note 11 of the Financial Statements later in this report.

The Church Room finances have now been tied closer to the main day to day accounting and book-keeping oversight of the Finance Team. Elise Whittington, Parish Administrator, has for the whole of 2018 overseen bookings, managing the regular hirers, completing all paperwork and invoicing hirers.

The Church Rooms are becoming increasingly popular for one-off party and event bookings within the community as well as for business hirers who wish to rent the halls on a set weekly basis. This is a result of increased advertising both online and in our Parish Magazine and weekly newsletter. Word of mouth has also proved effective amongst the local school communities with regards to weekend party bookings due to our competitive yet reasonable rates.

The Church Rooms also continue to give strong support to Church functions and groups including Sunday youth groups, Messy Church, coffee, Tea and Toast, Mothers Union, Tuesday lunches, Fridays Toddler Group, PCC meetings and social functions. The costs of running the rooms being met out of fees generated from our Hires. It is important that we look after our hires as their income pays for the upkeep and running costs of our rooms such as lighting, heating, cleaning and day to day maintenance.

- **Parish Magazine**

During 2018 we continued to produce and distribute a full colour magazine each month, thanks to the efforts of everyone on the committee. Unfortunately, Roy Hislop decided that it was time for him to retire in October, after many years of editing the magazine. On the other hand, we were pleased to welcome Fiona Cantelo, who edited her first magazine in July. We now have four people on the editorial team after the recruitment of Josephine Scurry, who will edit her first magazine in March 2019. However, we are always seeking additional editors to reinforce the team.

The print run for each month is 700 copies, most of which are distributed to homes and public buildings in the village. 20 copies are placed in the church office for those making inquiries about baptisms, weddings etc. Further copies are used for distribution to the new housing estates and copies are placed in church for individual purchase. Particular mention must be made of Gordon Cheesman, who was responsible for overseeing our wonderful team of 42 dedicated distributors.

The additional cost of colour printing means that profits are smaller than when we produced a black and white magazine, but we have received only positive comments about the new format. The income from advertising and subscriptions still comfortably exceeds the outgoings.

Six advertisers decided not to continue advertising in the magazine at the end of 2018, but we were pleased to be able to find replacements for all of them. Modest increases in the advertising rates will be introduced for 2019, but the cover price of each magazine will remain the same as 2018. Sincere thanks go to Elise Whittington for all her hard work in dealing with new and existing advertisers.

Finally, we entered the magazine in a national competition for parish magazines and were delighted to be placed 17th out of more than 400 entries.

The members of the magazine committee at the end of 2018 were Edna Bond, Fiona Cantelo, Gordon Cheesman, Margie Nursey, Josephine Scurry, Elise Whittington, Michael Wild and Peter Bond.

- **Church Buildings**

Although the committee did not meet for much of the year, several matters were dealt with. A decision not to meet followed the establishment of the 'Way Forward' team which was likely to duplicate several items normally handled by the building committee. However, the re-instated building team has met to review progress on standard items of building maintenance.

A survey has been undertaken to ascertain the extent of the repairs necessary to the quoins and quotations are being sought for this work.

Amongst the more minor items, all of which had to be resolved, were:

- The de-commissioning of the fire alarm system as it was obsolete and could not be repaired
- The testing of the electrical circuits
- Repairs to pot holes in Church Lane
- Repair to the right-hand external door to the South porch
- Repairs to the water supply in the Church Rooms
- The installation of the Battlefield Cross on the South wall
-

In the forthcoming year, the committee will be dealing with the installation of the AV systems, re-marking the car park, and installing a replacement light with a sensor on the West wall of the Church Rooms.

- **Heritage Gift Day**

This important event in the Village calendar happened in June and focused on inviting the whole Village to see the church building of St Nicolas Church as a heritage asset and thereby helping towards the maintenance of the church structure. To help draw attention to this need a street collection was held on Thursday 7th and Saturday 9th June complemented by a brochure drop to most homes. Besides the fundraising drive, some 50 church family members were involved in the giving of their time. For the amount raised from the event please refer to the Financial Review and Note 1 of the Financial Statements.

- **GDPR**

St. Nicolas Church fully implemented and complied with the recent introduction of the General Data Protection Regulations. Elise Whittington (Parish Administrator) and Robert Isherwood-Crook (PCC Secretary) attended training at The Diocese of Guildford before a full audit of the data St. Nicolas holds was undertaken. Many steps were then put in place to ensure compliance. These included the burning and shredding of out of date or unnecessary data, data being locked away and filed securely in the Church Office, surnames being removed from photographs of staff and volunteers in Church, Team Leader Contacts being obtained with obligations for holding data, GDPR forms being obtained from members of the congregation, new contact databases being formed (only containing data from those who completed a GDPR form) with the old database being deleted, and GDPR contact forms being

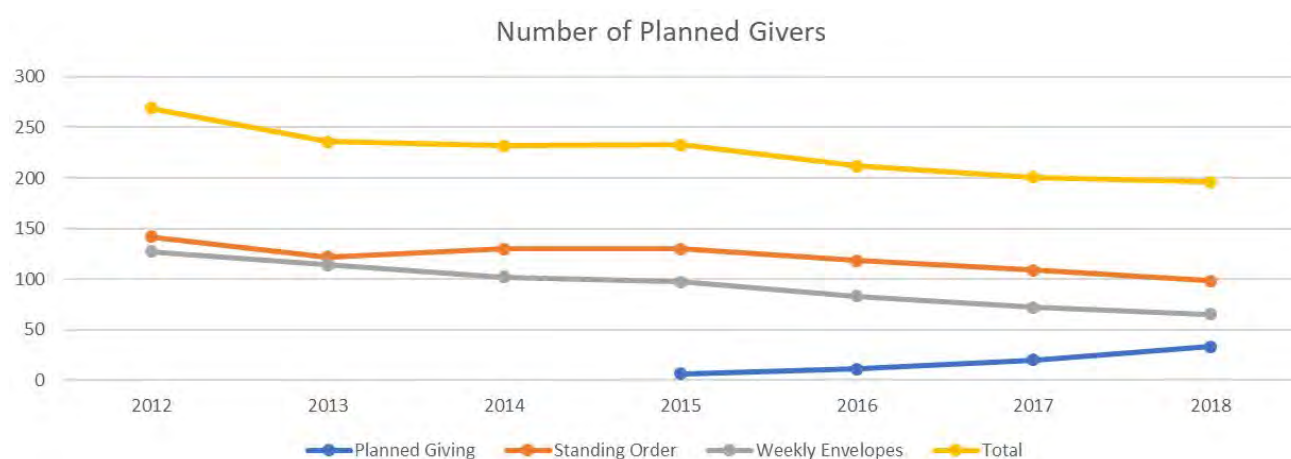
collected for each team of St. Nicolas Volunteers detailing what information members wished to share with other members of their particular group; for example, coffee helpers.

St. Nicolas feels they have met all the requirements of the new legislation and are vigilant in their safeguarding of people's personal data. Annual reviews of the database will be completed to make sure that all details remain up to date.

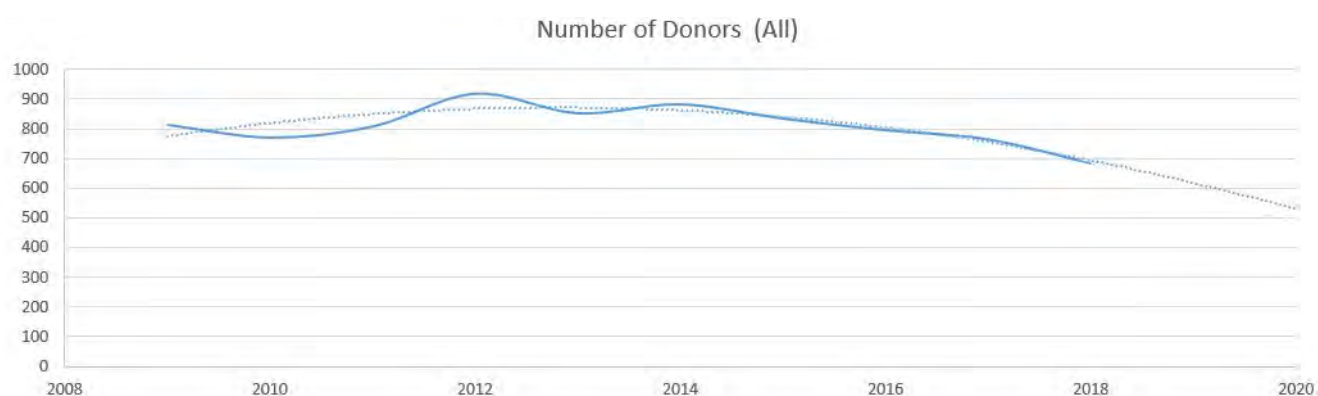
Stewardship Report

The year saw decreases in membership of both the Standing Order and Weekly Envelope Schemes, by 11 and 7 people respectively. This was offset by an increase in the Parish Giving direct debit scheme of 13 people.

Overall, the number of planned givers continued to fall during 2018 to 196 which was a year on year reduction of 5. This decrease in line with the decline seen in previous years. Of these 5 people do not pay tax and whose donations are therefore excluded from Gift Aid claims.

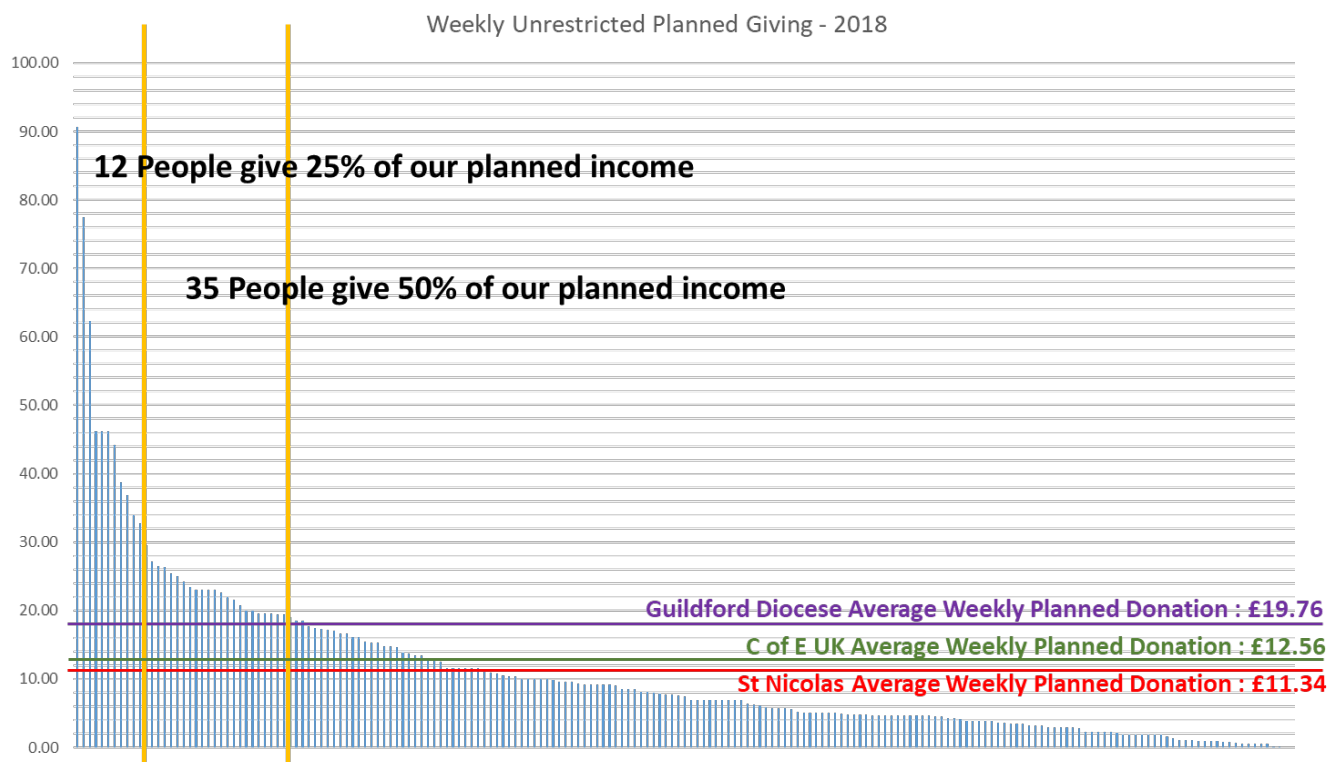


The overall number of donors (through both planned and unplanned schemes) also continued to fall during the year to its lowest level in 10 years with 685 individuals making donations through a planned giving scheme or blue envelope during the year.

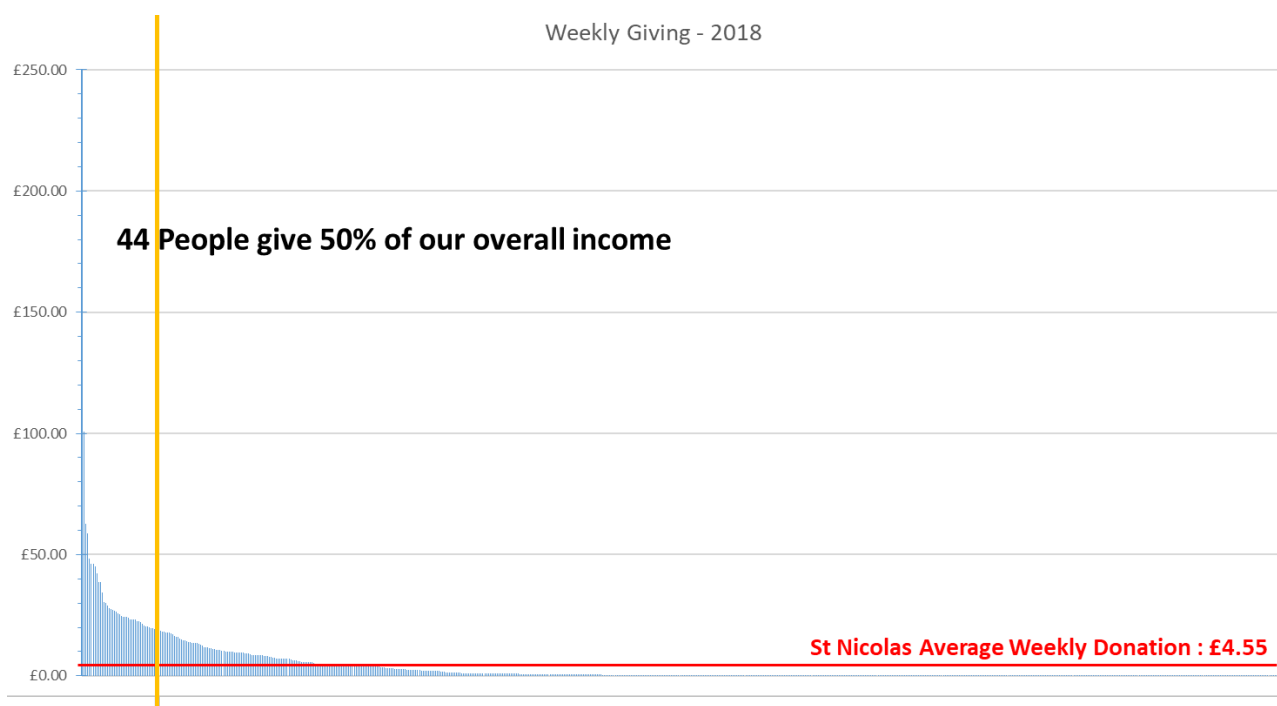


During 2018, the Church remained dependant on a very small number of individuals. Looking at levels of unrestricted giving across all planned giving schemes, 12 individuals give 25% of our planned income, with 50% of our planned income being given by 35 people.

The St Nicolas average weekly planned donation, at £11.34, was lower than both the national Church of England average and the Guildford Diocese average (based on the latest available figures).



Adding in the Blue Envelopes (unplanned giving) and restricted giving, 44 people gave 50% of our income, with the average amount given through planned giving schemes and blue envelopes sitting at £4.55.



For the first time since the scheme started, the Church did not use its full GASDS allowance against the Church Building within year. The allowance which runs from April to April has traditionally been exhausted by December, for 2018, an allowance of £299.51. At 3.74% of the original allowance, this is not significant and will be used during the early months of 2019. However, it is indicative of decreased plate donations.

Across all schemes, the total amount given was £162,131 on which tax was reclaimed amounting to £38,705.

Financial Review

Summary

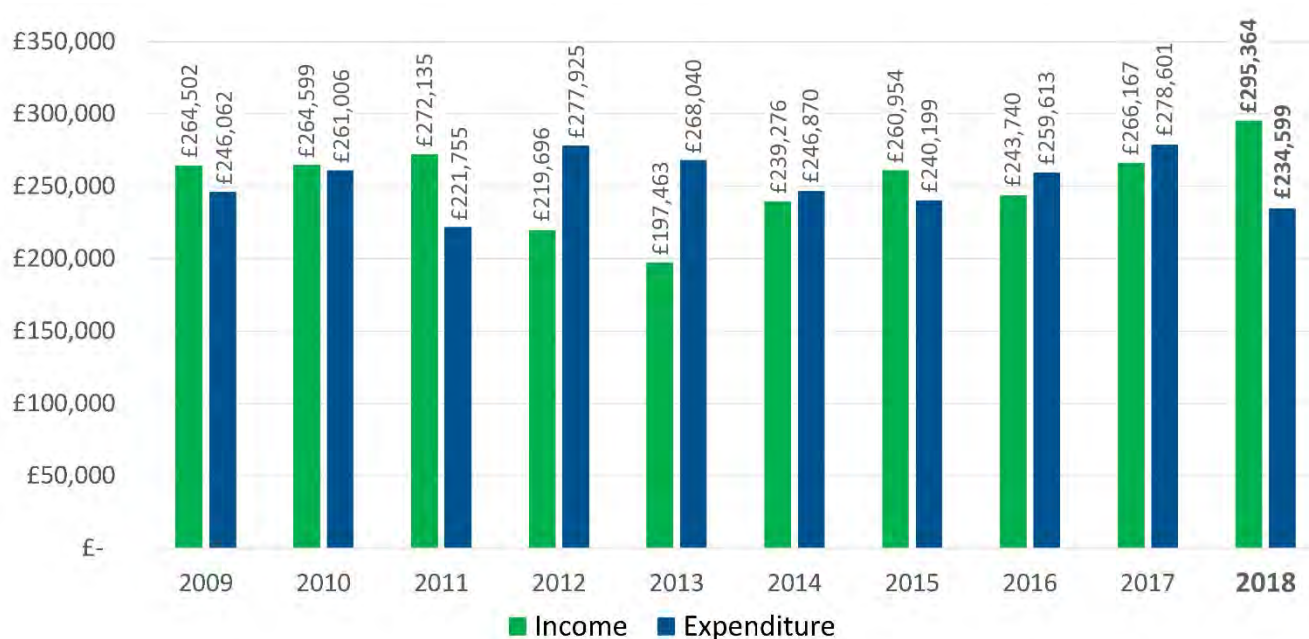
Total Income for the year: £295,364 - An increase of £29,197 from 2017.

Total Expenditure for the year: £234,599 - A decrease of £44,002 from 2017.

Liquid Assets* at 1st January 2018: £70,843

Liquid Assets* at 31st December 2018: £131,875

In 2018 income exceeded expenditure by approximately 24.78% (£60,765). Increased income was largely attributable to legacies left to the church and gift aid received from HMRC. Decreased expenditure was largely attributable to fewer high-cost building repairs.



Graph Illustrating 10-Year Income / Expenditure Trend

Income

- Voluntary Giving

Income from voluntary giving increased by £31,214 in the year. A further £31,524 was received through legacies, £26,524 more than last year; £20,524 was received as unrestricted funds and £11,000 as restricted funds towards quoin (stone cornerstone) replacement. Income from Standing Orders (including the Parish Giving Scheme) increased from £84,474 in 2017 to £98,507 in 2018. However, this has been offset by changes in patterns of planned giving; i.e. parishioners converting from one payment method to another. Income received through Gift Aid envelopes decreased for the fourth year in a row; by £3,055 in 2018. Collection plate income for the year also decreased, by £2,223. Sundry donations (restricted and unrestricted funds received outside the methods in place for planned giving) amounted to £10,222, a decrease of £5,519 compared to the previous year. Total tax recovered through Gift Aid (including the Parish Giving Scheme) was £36,483, up £255 on 2017.

* Note:

Liquid assets include funds banked in the Lloyds Bank Treasurer Account, St Nicolas Church Rooms Account, Lloyds Bank Term Deposit(s), and CCLA/CBF Church of England Deposit Funds. It also includes creditor and debtor liabilities. Liquid assets include restricted and unrestricted funds. Therefore, the total is not representative as reserve funds. **Please refer to the later section 'Current Liquid Assets and Reserves Policy'.**

Gift/Heritage Day donations (envelopes and street collections) amounted to £7,964, a decrease of £1,233 on the 2017 total of £9,197. Gift aid amounting to £1,496 was received from HMRC with the total amount being set aside as restricted funds towards church building restoration projects.

- Fund Raising Activities

Fund raising activities provided income of £16,485 before expenses, an increase of £1,749 above the amount raised in 2017. A before-expenses breakdown is as follows:

Rectory Fete	£5,935
Flower Festival	£3,768
Concerts (including 'Picnic in the Park')	£3,365
Morning/Evening After-service Coffee	£671
Kurling Evening	£430
Quiz Night	£264
Tea Towel Sales	£30
Harvest Lunch	£551
Other ('Manns museum' and Easyfundraising)	£80
Young People's activities	£1,391

- Charitable Activity Income (Bookstall, Parish Magazine, Fees and Church Rooms)

Income from other Charitable activities amounted to £32,989, an increase of £1,023 over the previous year due principally to higher fee income (weddings and funerals) which increased by £508, improved Church Rooms income, (increased by £392), and slightly improved magazine income up by £152.

Bookstall income reduced by £32 from £178 in 2017 to £146 in 2018.

- Investment Income

Investment income for 2018 came entirely from bank interest (combining interest from term deposits and CCLA CBF deposit accounts) and amounted to £375, an increase of £76 compared with 2017. While a little improved the amount was still very low reflecting continued poor interest rates. Interest rates for reinvested Lloyds Bank Term Deposits rose slightly towards the end of 2018, providing returns of 0.75%. Funds deposited in the CBF Church of England Deposit Fund returned interest at an average of 0.50% in 2018. The Finance Committee will continue to seek options for the best returns available on investments.

- Legacy Income

Six legacies amounting to £31,524 were thankfully received during the year, considerably enhancing the annual surplus. Of these legacies £20,524 can be used for unrestricted purposes and £11,000 for restricted use. For the time being the unrestricted funds will be held to buoy the Church's reserve funds while the restricted legacy will contribute towards the cost of quoin repairs.

- Grants Received

No grant applications were made in 2018.

- Other Income

The following additional income was received amounting to £5,190:

Rental of car parking space	£293
Photocopying (external users)	£227
DCMS VAT refund	£2,686
Reimbursement for 1 st Aid course	£115
Internet giving schemes (e.g. Amazon)	£17
Surplus funds received from fee account	£1,852

Expenditure

In 2018 total expenditure was £44,002 lower than 2017. This is despite combined salary payments and pension contributions increasing by £17,521 in line with staffing requirements, and £4,513 higher church maintenance costs, explained later in this report. The reduced spending was attributable to far less expenditure on repair work; £44,400 less than 2017 when repair work was completed on the Horsham Stone roof and Lychgate, mindful, however, that most of the costs associated with the Lychgate were covered through the generosity of one of our parishioners.

- Fundraising Costs

-

Expenses for fund-raising activities amounted to £2,995 compared with £1,726 in 2017.

- New Build Projects, Major Repairs, Church Maintenance and Church Yard

Buildings-related expenses during the year amounted to £14,269 and included:

• Fire alarm system repairs	£2,390
• Replacement lighting design work	£954
• Architect fees - obtaining DAC approval for quoin replacement	£1,589
• Tile repairs to choir vestry roof	£1,320
• Church electrical system condition report	£1,296
• Lightning protection repairs	£1,794
• Accrued churchyard expenses	£990
• Printed metal panel for Church Rooms external notice board	£168
• Hardware and supplies	£549
• Fire protection (extinguishers + alarm servicing)	£503
• Decommissioning fire alarm	£202
• Church cleaning	£70
• Church window cleaning	£330
• Inspection and testing of lightning conductors	£216
• Organ tuning	£523
• Electrical testing (PAT)	£109
• Pest control	£444
• Sound system equipment and repairs	£573
• Boiler repair/maintenance	£150
• Sundry Items	£99

- PCC Property Costs (22 Orchard Gardens)

Costs relating to the upkeep of 22 Orchard Gardens amounted to £797. These are costs above those recorded as curate accommodation expenses (i.e. annual property insurance, boiler servicing plan and water rates), and included:

- | | |
|------------------------------|------|
| • Supplementary insurance | £112 |
| • Replacement shower control | £175 |
| • Garden fence repairs | £420 |
| • Window repairs | £90 |

- Consultant/Statutory Fees

None recorded in 2018.

- Parish Share

Thankfully our Parish share did not increase but remained the same as 2017 at £126,345. This worked-out at monthly payments of £10,529. In December 2018 Diocese of Guildford confirmed that these payments will remain the same for 2019.

Parish Share remains by far the single largest expense for St Nicolas and most other Parishes. While it strains our finances the share is essential in helping parish ministry grow, preparing for ministry, involvement with social need, looking after worship spaces, buildings and heritage as well as paying for the stipends and housing for Clergy.

In summary, the Parish Share for 2018 was made up of two main parts – ‘Ministry Costs’ (including Clergy salaries, national insurance, council tax and pension contributions) and ‘Shared Costs’. The Ministry Cost for St Nicolas Church was £48,057 and the Shared Cost was £69,330. The shared costs element is subject to assessment by a three-year rolling average attendance (taken from October counts determining the average adult attendance for the main Sunday service) and a prosperity factor between 0.5 and 2.0 based on the council tax bandings of electoral roll members. The three-year rolling attendance for St Nicolas Church is 209 and the prosperity factor has been calculated as 1.47, a little under the average of 1.5. The balance of £8,958 is added in accordance with Diocese of Guildford’s Capping and Flooring calculations. The Parish Share system for 2018 capped growth at 4%, with a floor of 0% meaning that no parish’s total share reduces in cash terms. St Nicolas Church’s overall percentage change for 2017 was 0.0%.

The Diocese of Guildford’s Parish Share system is changing from 2019 which should result in slightly reduced contributions from St Nicolas church.

- Mission Giving

In line with the Mission Giving policy explained earlier in this report £4,400 has been reserved (and accrued) for allocation in early 2019 in accordance with Mission Team proposals and PCC approval. In addition to this the collections received on ‘Mission Sundays’ and special church services (amounting to £615 in total) were also forwarded to the charities. Further details can be found in Note 12 of the Financial Statements later in this report.

- Church Running Expenses (e.g. insurance, water rates, gas and electricity)

The cost of insuring the Church increased by £168 to £3,391, and gas and electricity expenses decreased by £516 to £4,751. Water rates reduced slightly costing £101 over the year. Rental of the phone line connected to the fire alarm system amounted to £235. Total Church running expenses amounted to £8,478 which are £683 lower than reported in 2017.

- Salaries

Honoraria/salaries (including tax, National Insurance, and pension contributions) amounted to £38,721 in 2018, considerably more than 2017 owing to St Nicolas Church returning to having a full time Young People’s Minister through the whole year.

St Nicolas benefitted again from HMRC's continued 'Employment Allowance' saving £3,000/annum in the amount of National Insurance Contributions paid for our employees.

Through the process of 'Automatic Enrolment' two employees are now enrolled on a pension scheme. Cranleigh Parochial Church Council (St Nicolas Church, Cranleigh) participates in the Pension Builder (2014) Scheme section of The Church of England Pensions Board (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme. The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2018: £993.88, 2017: £86.25)

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time. For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time. The legal structure of the scheme is such that if another employer fails, Cranleigh Parochial Church Council could become responsible for paying a share of that employer's pension liabilities.

- Administration

Administrative expenses of £5,721 were £2,030 lower than the previous year. Further detail on the breakdown of costs compared with 2017 can be found in Note 15 of the Financial Statements section of this report.

Revaluations (Fixed Assets)

The last revaluations of Church property assets relating to the Church Rooms and 22 Orchard Gardens were carried out for the preparation of the 2017 accounts; the assets were valued at open market value in order to comply with United Kingdom Generally Accepted Accounting Principles (GAAP). Accordingly, the Church Rooms and associated office space is valued at £735,000 and 22 Orchard Gardens at £525,000. This represents a combined value of £1,260,000. The premises will next be revalued in November 2021.

Current Liquid Assets and Reserves policy

At year-end 2018 the 'liquid' assets of St Nicolas Church were banked, or accounted for, as follows:

	2018	2017	2016
– Lloyds Bank Current Account	£14,553	£4,750	£11,308
– Lloyds Bank Church Rooms Account	£880	£1,000	£2,227
– CCLA CBF Deposit Account #1	£59,815	£18,846	£11,538
– CCLA CBF Deposit Account #2	£21,989	-	-
– Lloyds Bank Term Deposits	£35,000	£25,000	£60,000
– Debtors (after creditor liabilities)	(£362)	£21,093	£2,494
– Petty Cash	£ -	£154	£189
	<hr/>	<hr/>	<hr/>
TOTAL	£131,875	£70,843	£87,756

Each year we endeavour to save funds to designated deposit accounts to cover larger payments for planned renewal or replacement of plant (mechanical and electrical) and Church building repairs and improvements. Additionally, we strive to maintain a policy whereby we have at least six months of funds available to cover situations as they may arise from time to time; these are effectively 'reserves'. We firmly believe that as a charity that we must have the aim of being in existence in perpetuity; that we should not allow our reserves to fall below the six months expenditure threshold recommended as the normal minimum guideline.

The table below illustrates how the 'current assets' for 2018 are divided by account between unrestricted and restricted/designated funds.

	2018 - Unrestricted	2018 – Restricted/Designated
– Lloyds Bank Current Account	£14,553	-
– Lloyds Bank Church Rooms Account	£880	-
– CCLA CBF Deposit Account #1	£44,983	£14,832
– CCLA CBF Deposit Account #2		£21,989
– Lloyds Bank Term Deposits	£35,000	-
– Debtors (after creditor liabilities)	(£362)	-
	<hr/>	<hr/>
TOTAL	£95,054	£36,821

The restricted/designated funds include donations received to support:

- Employment of a Young People's Minister (£1891)
- Church building restoration projects raised from Gift/Heritage Day (£18,225)
- Quoin replacement (£16,426)
- Other defined projects (£279)

For comparison, at year-end 2017 net assets less liabilities amounted to £70,843. Of this amount £19,165 were restricted or designated funds relating to donations received to support young people's ministry and building restoration projects. Therefore, the effective reserve of unrestricted and undesignated funds had fallen to approximately £51,678.

Given that restricted funds can only be spent for a specific purpose, the reserves upon which St Nicolas Church relies to cover unexpected expenditure are those that are unrestricted/undesignated. Therefore, at 31st December 2018 the reserve fund amounted to £95,054, £43,376 above the 2017 unrestricted funds total.

While £95,054 is a considerable improvement during the year it is still well short of the reserves policy; this year by approximately £22,246 based on 2018 expenditure figures.

Primary reserve funds are banked in Fixed Term Deposit accounts. These funds are tied-up over 6-monthly maturity periods so cannot be relied upon to cover emergencies. That contingency is covered with the CCLA (CBF) funds which can be made available with a few days written notice. The Lloyds Bank Current Account is used when paying 'day-to-day' payments not taken by Direct Debit. Although considered 'reserve funds' in this Financial Review the Lloyds Bank Current Account balance varies considerably each month and if this balance drops below a level whereby immediate payments cannot be made then other reserve funds are relied upon; first the CCLA funds and then the Term Deposits.

Delving into the Term Deposit and deposit account reserves is to be avoided except as a final resort. However, in recent years we had to do this, notably in 2012, 2013, 2014, 2016 and 2017 to overcome considerable cashflow pressures. While the funds have been considerably replenished a concerted effort must be made to further build these reserves to our minimum target level. This is further explained in the next section 'Performance Against Budget and Plans for 2019'.

It is Cranleigh PCC practice to invest as much as possible in either the Lloyds Bank 'Fixed Term Deposit' or the CBF Church of England Deposit account. This way we can glean interest on the savings.

Performance Against Budget and Plans for 2019

At the APCM in 2018 it was reported that we could aim to break even over the course of the year with annual turnover forecast at £243,370. As it happens, income exceeded the budget figure by £51,994, and expenditure was £8,771 lower than forecast. As mentioned earlier, the improved income was largely attributable to the receipt of £31,524 in legacies and better than expected income from planned giving and associated gift aid. Expenditure was less than forecast due to lower than expected building (vestry roof) repair costs, and lower expenditure on communications, administration, and ministry costs. However, maintenance costs exceeded the budget target by approximately £9,410, £2,500 of which came from the budget as contingency. The finance committee, in conjunction with the buildings team, will seek to find ways of reducing costs in 2019. Mission giving was also reduced considerably in 2018 compared to previous years as a necessary means of not only reaching a break-even position but providing surplus towards rebuilding the reserve fund. However, when considering the level of mission giving through our Parish Share payments (explained earlier in this report) our giving to various charitable causes exceeded 10% of the annual income.

While the year-end figures are a considerable improvement we cannot become complacent, mindful that the legacies received were unexpected. In the forthcoming year(s) we should continue to build the reserve fund to a level that complies with the reserves policy. Therefore, the Finance Committee have once again recommended that the PCC, as Trustees, should agree a budget (and ensure a result for 2019) which, at worse, is breakeven:

- We firmly believe that as a charity, we must have the aim of being in existence in perpetuity; that we must continue to rebuild the reserve fund to the six months expenditure threshold recommended as the normal minimum guideline.
- The Finance Committee have again separated out major work on the building, both on the income (Gift Day, specific bequests, grants etc) and the expenditure side. The Finance Committee has recommended that no major work should be carried out unless there are sufficient monies saved in the restricted/designated building fund.
- The Finance Committee have also recommended that any legacies received, unless restricted, should for the time being be used to increase the reserve funds towards recommended levels. It would be imprudent to use them for current expenditure.
- For the second year the Finance Committee will be proposing the inclusion of 'contingency' expenditure funds within the budget, only to be expended in exceptional/unforeseen circumstances.

In the summer Jane Mant very kindly agreed to become the church's book-keeper, and the whole Finance and Administration Team are immensely grateful for her experience and the time that she gives to the role. The team have also been supported by Chris Kidd in developing a more efficient and cost-effective procurement strategy, and we thank him also for the time and commitment he has given during the year.

Blue Envelopes - Increase the value of your donations by 25%

Please remember that if you are a UK tax payer a cash or cheque donation of, for instance, £10 is boosted by 25% to £12.50 by filling in the details on the back of a blue Gift Aid envelope and placing your donation inside. We are incredibly grateful for all donations, and respectfully ask that if you are a UK tax payer, please help us to make the most of your generosity with the gift aid allowance; over a year it makes a tremendous difference.



Approved by the Parochial Church Council on 13th March 2019 and signed on its behalf by:

R. Woodhams

Reverend Roy Woodhams (PCC Chairman)

13 March 2019

Date

**Statement of Financial Activities (SOFA)
For the Year Ended 31st December 2018**

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Incoming Resources					
Voluntary income	(1a)	199643	40682	240325	209111
Activities for generating funds	(1b)	16185	300	16485	14736
Investment income	(1c)	375		375	299
Incoming resources from charitable activities	(1d)	32989		32989	31966
Other incoming resources (incl. Grants)		5190		5190	10055
Total Incoming resources		254382	40982	295364	266167
Resources Expended					
Costs of generating voluntary inc.	(2a)	145		145	359
Fund raising trading	(2b)	2995		2995	1726
Charitable activities	(2c)	4928	87	5015	15443
Church activities	(2d)	224065		224065	259065
Governance	(2e)	2379		2379	2008
Total resources expended		234512	87	234599	278601
Net (outgoing)/incoming resources before other recognized gains and losses		19870	40895	60765	(12434)
Gains/(losses) on investment assets:					
on - property	3	-	-	-	150000
on - investments		-	-	-	
Net transfers	8	-	-	-	-
Net movement in funds		19870	40895	60765	137566
Balances brought forward 1st January 2018		89097	1246225	1335322	1197756
Balances carried forward 31st December 2018		108967	1287120	1396087	1335322

Balance Sheet at 31st December 2018

Fixed assets	Notes	2018	2017
Tangible	3	1264212	1264479
Investment			
		1264212	1264479
Current assets			
Debtors	4	12333	27972
Short term deposits	5	116804	43846
Cash in bank and in hand	5	15433	5904
		144570	77722
Current liabilities			
Creditors - amounts falling due within one year	6	12695	6879
Net current assets less current liabilities		131875	70843
Total assets less current liabilities	6 & 7	1396087	1335322
Capital and Reserves			
Unrestricted funds	8	115038	89285
Restricted funds	8	1281049	1096037
Revaluation reserve (restricted funds)	8 & 3		150000
Total funds		1396087	1335322

Please note:

The notes on pages 24 to 31 form part of these accounts

Approved by the Parochial Church Council on 13th March 2019 and signed on its behalf by:

R.O. Woodhams

Reverend Roy Woodhams (PCC Chairman)

13 March 2019

Date

Notes to Financial Statements

Accounting policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the relevant requirements of FRS102 (Financial Reporting Standards); the recommendations of the SORP 2015 (Statement of Recommended Practice) and the selection of appropriate accounting policies that comply with FRS102 and the SORP (2015).

The financial statements have been prepared under the historical cost convention. Valuation of investment assets and freehold buildings are shown 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 main affiliation to another body nor those that are informal gatherings of church members.

Restricted funds represent **a)** income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest and **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 each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

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

Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable and interest is accrued. All other income is recognised when it is receivable and, in respect of contractual income, the related goods or services have been delivered. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over or when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property are not included in the accounts. Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has a cost of more than £1000 so all such expenditure has been written off when incurred. Equipment with a purchase price of £1000 or more being used within the church premises is capitalised and depreciated on a straight-line basis over consecutive years. Please refer to note 3 for specific rates of depreciation.

The Church Rooms, adjoining office and Hazelwood Room (valued together) and 22 Orchard Gardens are included at open market plus land values as revalued by Oxborough Chartered Surveyors during the winter 2017-2018.

Investments

These are valued at market value as at 31 December 2018.

Current assets

Amounts owing to the PCC at 31 December 2018 in respect of fees, rent or other income are shown as debtors less provision for amounts that may prove uncollectible.

Notes to Financial Statements (continued)

Note 1	Incoming resources	Notes	Unrestricted funds	Restricted funds	2018	2017
(1a)	Voluntary giving					
	Gift aid donations	9	113254	11254	124508	113476
	GASDS		2222		2222	2427
	Tax recoverable		28721	7762	36483	33801
	Other		15979	600	16579	16423
	Collections (open plate)		10823		10823	13046
	Gift days			7964	7964	9197
	Donations, appeals etc		8120	2102	10222	15741
	Legacies		20524	11000	31524	5000
			199643	40682	240325	209111
(1b)	Activities for generating funds					
	Fetes and fund raising		15094		15094	14736
	Youth worker activities		1091	300	1391	
			16185	300	16485	14736
(1c)	Investment income					
	Interest		375		375	299
	Rent (22 Orchard Gardens) - none in 2018					
			375		375	299
(1d)	Income from church activities					
	Bookstall		149		149	178
	Magazine	10	5979		5979	5827
	Church rooms	11	16724		16724	16332
	Fees		10137		10137	9629
	Fellowship/Christmas Lunch					586
			32989		32989	32552
	Other incoming resources (incl. Grants)		5190		5190	9469
	Total incoming resources:		254382	40982	295364	266167

Notes to Financial Statements (continued)

Note 2	Resources expended	Notes	Unrestricted funds	Restricted funds	2018	2017
(2a)	Costs of generating voluntary income		145		145	359
(2b)	Fundraising trading cost		2995		2995	1726
(2c)	Charitable activities					
	Mission giving	12	4928	87	5015	15443
	Sub-total Charitable activities:		4928	87	5015	15443
(2d)	Church activities					
	Diocesan parish share		126345		126345	126345
	Ministry costs		10165		10165	9479
	Church running expenses		8478		8478	9161
	Church maintenance		8130		8130	3617
	Upkeep of services		1906		1906	1737
	Churchyard upkeep		1037		1037	1842
	Honoraria/salaries (incl. NI & Pension)	13	38721		38721	21200
	Bookstall		146		146	208
	Magazine	10	5934		5934	5930
	Training		1139		1139	958
	Church rooms running costs	11	9778		9778	9445
	PCC property costs		797		797	461
	Repair/replace/new build	14	5101		5101	49501
	Administration	15	5721		5721	7751
	Consultant fees					10684
	Depreciation	3	667		667	746
	Sub-total Church activities:		224065		224065	259065
2(e)	Governance					
	Audit (incl. Inspection Fees and any Bank Fees)		2379		2379	2008
	Sub-total Governance:		2379		2379	2008
	Total resources used:		234512	87	234599	278601

Notes to Financial Statements (continued)

Note 3	Fixed assets	Freehold land & buildings at valuation	Equipment*	Total
	Balance as at 1st January 2018	1260000	4479	1264479
	Additions during the year		400	400
	Property revaluation			
	Balance as at 31st December 2018	1260000	4879	1264879
	Depreciation			
	Charge for the year		(667)	(667)
	Balance as at 31st December 2018		4212	4212
	Net book value as at 31st December 2018	1260000	4212	1264212

The freehold land and buildings comprise 22 Orchard Gardens, Cranleigh and The Church Rooms, Church Lane, Cranleigh. The values are based on professional independent revaluation carried out in January 2018 (for end of year accounts 2017). The next revaluation is due November 2021 for inclusion in 2021 end of year accounts. Both properties are held for charitable purposes.

* Note: 1No. laptop computer was purchased during the year for book-keeping (purchase value £399.99). Annual devaluation of 33.3% is applied to computers, and 5% per annum for the Yamaha piano.

Note 4	Current assets	2018 Unrestricted	2018 Restricted	2018 Total	2017 Total
	Church Rooms Outstanding Letting Fees 2016 Q4 Fees				369
	Gift Aid due on covenants	6859		6859	15796
	GASDS due on small donations	981		981	1487
	Church Rooms accrued lettings 2018	2632		2632	852
	DCMS VAT rebate	1090		1090	4170
	Church Collections	62		62	
	White Envelopes	698		698	
	Magazine sales	11		11	
	Donation	1		1	
	Grant from Surrey Historic Buildings Trust				2760
	Grant from Surrey Churches Preservation Trust				2000
	Unbanked Envelopes and donations				369
	Total debtors:	12333		12333	27972

Note 5 Cash at bank, on deposit and in hand

	2018	2017
Cash in Bank and in hand		
Lloyds No.1 Account	14553	4750
Lloyds Church Rooms	880	1000
Petty Cash		154
Total:	15433	5904
Short Term Deposits		
Lloyds TSB Plc Term Deposit	35000	25000
Central Board of Finance - Deposit Account #1 (Unrestricted)	59815	18846
Central Board of Finance - Deposit Account #2 (Restricted)	21989	
Total:	116804	43846
Total Cash at bank, on deposit and in hand:	132236	49750

Notes to Financial Statements (continued)

Note 6 Creditors

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	Total
Accounts Examination Fee	2379		2379	2008
Office cleaning	48		48	48
Prepayment for Magazine Adverts	2900		2900	2392
Church running costs (utilities)	680		680	425
Church Rooms running costs (utilities + expenses)	332		332	614
Handyman's Hardware Supplies	24		24	54
Boiler repair				211
Agency Funds (collected on behalf of others)				(161)
PAYE/Ni due to HMRC	1127		1127	488
Property revaluation fee				800
Church Rooms cleaning	231		231	
Pension payments (employer)	237		237	
UK Office Systems (photocopier)	205		205	
Data Developments support subscription	16		16	
Goodwins radiator repair (Churchrooms)	115		115	
Mission Giving 2018	4400		4400	
	12695		12695	6879

Note 7 Analysis of net assets by fund as at 31 December 2018

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	
Tangible fixed assets		1264212	1264212	1263999
Current assets	110247	21989	132236	49750
Current liabilities (Debtors)	12333		12333	27972
	122580	1286201	1408781	1341721

Note 8 Movement analysis of funds during 2018

	Balances			Transfers	Transfers	Capital	Balances
	01/01/18	Income	Expense	out	in	gains/ (losses)	31/12/18
Unrestricted funds							
General unrestricted	(3373)	275822	(234513)		60675		98611
Building	38348		(8930)	(29418)			
Car park	1559			(1559)			
Projects	450			(450)			
Church rooms	48909			(48909)			
MU window	26			(26)			
Christmas Day Lunch	1157			(1157)			
Quoins	2210	14216					16426
Total Unrestricted Funds:	89286	290038	(243443)	(81518)	60675		115038
Restricted funds							
Agency	466	189					655
General restricted	2416			(2138)			278
Altar cloths	1019			(1019)			
Bishop's Lent appeal	87		(87)				
Church building	10446				7779		18225
Church Property	1224937				35063		1260000
Investment	607			(607)			
Sound System	1			(1)			
Youth Minister	6059	14066		(18234)			1891
Total Restricted Funds:	1246038	14255	(87)	(21999)	42842		1281049
Total Unrestricted and Restricted Funds:	1335324	304293	(243530)	(103517)	103517		1396087

Notes to Financial Statements (continued)

Note 8 Movement analysis of funds during 2018 (cont'd.)

Fund purposes

Name	Purpose
Agency	Funds received on behalf of other charities/organisations (e.g. funeral collections)
General	Unrestricted/undesignated funds available for any PCC purpose
Building	Funds allocated for repairs/renewals to property for which PCC is responsible
Car park	Funds allocated for future repairs to car park
Projects	Special projects / events
Church rooms	Maintenance and general day to day running of the Church Rooms
MU window	Separation of funds designated by PCC for a memorial window to the MU
Christmas Day Lunch	Funds collected for hosting Christmas Day lunch at St Nicolas
Quoins	Funds received specifically for quoin (building cornerstone) replacement
General restricted	Special service collections allocated to charities and restricted donations
Altar cloths	Donations received towards the purchase of replacement altar cloths
Bishop's Lent appeal	Funds received for the Bishop of Guildford's annual Lent appeal/Bishop of Guildford's Foundation
Church building	Funds received and paid away for works to property for which PCC is responsible
Church Property	Current value of the Church Rooms and 22 Orchard Gardens
Investment	Covers government stock portfolio
Sound System	This fund was formed during fund raising for the current sound system
Youth Minister	Funds to support Youth Ministry (including Youth Minister salary)

Note 9 Planned giving

	At start 2018	2017
Number of Gift Aid covenanters		196
Number of non-Gift Aid covenanters		5
		201

Note 10 Magazine

	2018	2017
Subscriptions	2333	2411
Advertisements	3220	3020
Cash sales	426	396
Total income:	5979	5827
Printing & other costs	(5934)	(5930)
Total expenses:	(5934)	(5930)

Note 11 Church Rooms

	2018	2017
Letting income	13740	16302
Accrued (outstanding) letting income 2018	2632	
Donations	3	30
Key deposit	70	
Council tax refund	279	
	16724	16332
Normal running expenses	(9778)	(9445)
Church Rooms income after expenses:	6947	6887

Notes to Financial Statements (continued)

Note 12 Grants payable

	2018 Special *	2018 Grants	2018 Total	2017
A Rocha				244
Bible Society	95		95	1676
Children's Society	54		54	1676
Church Missionary Society (CMS)				1676
Churches together in Cranleigh				100
CLAAS				
Royal British Legion (Cranleigh Branch)	287		287	291
Guildford YMCA (Downslink)				1676
Happy Child International	93		93	1676
Holy Trinity Church Aldershot *1		500	500	1000
Surrey Clergy Relief				200
The Mission to Seafarers				1676
Vision Romania (Previously TFR)				1676
US(PG)				1676
C of E School Prayer Shed				200
Bishop of Guildford's Foundation	87		87	
To be allocated early 2019 *1		3900	3900	
	615	4400	5015	15443

* Special includes Mission Sundays, local ecumenical causes and one-off charitable donations

*1 - Funds recorded as a creditor accrual to be allocated in early 2019 upon recommendation by the Missions Team and approval/instruction from the PCC.

Note 13 Honoraria and salaries

	2018	2017
Salaries including NI contributions	34487	17246
Employer Pension Contributions	994	86
Honoraria	3240	3868
	38721	21200

During the year the PCC employed an organist, office administrator and verger, on a part time basis. A Children, Youth and Family Worker is employed full-time. £8,646 of expenses for items such as mileage, telephone, broadband, training, publications, stationery and supplies were reimbursed to 10 Trustees in the normal course of their ministries or duties. No other payment or expenses were paid to other persons closely connected to the Trustees or other related parties.

Notes to Financial Statements (continued)

Note 14	Repairs and New Build Projects	2018	2017
	Church boiler repairs		1321
	Lightning conductor repair		354
	Lych Gate repairs and re-paving		9968
	Horsham Stone roof repairs (incl. quoin replacement)		34598
	New handrails in Church porch		913
	New notice boards		2347
	Fire alarm repairs	2390	
	Lighting design work	954	
	Architect fees for DAC approval (quoins)	1589	
	Church Rooms notice board panel	168	
		5101	49501

Note 15	Administration costs	2018	2017
	Fees/memberships/subscriptions	308	227
	Photocopier	2205	1848
	Postage	177	192
	Stationery/Office supplies/Equipment	788	1119
	Telephone and Broadband	304	1286
	Technical support (Incl. licences & Web site)	655	365
	Sundry (Maintenance supplies, services & accessories)	71	133
	Professional & Trade fees	415	1310 *
	Receptions (incl. PCC 'Away Day') and gifts	100	80
	Prayer Books, Bibles and Cards	40	179
	Church Office Cleaning	240	306
	Outsourced Poster/Banner Printing	202	468
	DBS Checks	94	
	New office equipment/furniture/clothing (T-shirts etc.)		525
	Miscellaneous charges	121.39	35
	Accounts adjustments		(322)
		5721	7751

* - includes £910.00 job advertising fee for Youth Minister

Note 16 Disclosures

In accordance with the requirements of the SORP, there have been no related party transactions in the reporting period that require disclosure

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Parochial Church Council of St. Nicolas

On accounts for the year
ended

31 DECEMBER 2018

Charity no
(if any)

1131701

Set out on pages

—

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ~~[named body]]~~. ~~Delete [] if not applicable.~~ C.P.A.

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, and 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**

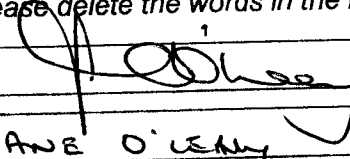
In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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 accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:



Date:

6/3/19

Name:

JANE O'LEARY

Relevant professional
qualification(s) or body
(if any):

ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS

Address:

THE O'LEARY

SMITHS ROAD, BARNES, MIDDLESEX TW20 0EX

CHANDLER SUB 84A

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of
any items that the
examiner wishes to
disclose.**

