

Annual Report and Financial Statements of the Parochial Church Council

For the year ended 31 December 2018

Accepted and approved by the PCC at a meeting on 19th March 2019

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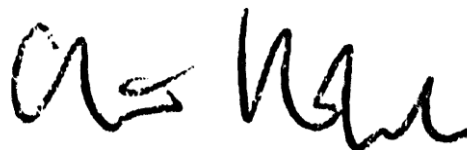
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Vicar: Rev Chris Hobbs
18 Selly Wick Road
Selly Park
Birmingham

Bank:
Lloyds Bank
142 Edgbaston Park Road
Birmingham

Independent Examiner:
Dale Brusby
11 Woodstock Court
Birmingham

Chris Hobbs (Chairman)





Section A Independent Examiner's Report

**Report to the trustees/
members of**

St Stephen's and St Wulstan's Churches, Selly Park

**On accounts for the year
ended**

December 2018

**Charity no
(if any)**

1135051

Set out on pages

4-16

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent
examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Chartered Institute of Management Accountants

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

D R. Brusby

Date:

15/3/19

Name:

Dale Brusby

**Relevant professional
qualification(s) or body**

ACMA CGMA

Address:

11 Woodstock Court, Kings Norton, Birmingham B30 1DX

St Stephen & St Wulstan Parish Financial Statements 2018

STATEMENT OF FINANCIAL ACTIVITIES 01 JAN 18 TO 31 DEC 18

01 Jan 17 -
31 Dec 17

01 Jan 18 - 31 Dec 18

All Funds		Unrestrd Funds	Restrict Funds	Endowmnt Funds	Total Funds
£		£	£	£	£
Incoming Resources					
259671	I1 Incoming resources from donors	247741	45295	-	293036.28
12500	I2 Grants received	3750	-	-	3750.00
22120	I3 Income from operating activity	16297	6257	-	22553.97
78	I4 Activities to generate funds	-	45	-	44.56
257	I5 Income from Investment	210	5	-	214.92
-----		-----	-----	-----	-----
294626	Total Incoming Resources	267998	51602	-	319599.73
Resources Expended					
435	E1 Cost of Generating Funds	509	-	-	508.77
36108	E2 Grants	4300	39894	-	44194.51
236402	E3 Expenditure on church work	229189	37840	-	267029.34
1563	E5 Buildings development	-	1417	-	1416.72
368	E6 Governance costs	368	-	-	368.00
-----		-----	-----	-----	-----
274876	Total Resources Used	234366	79151	-	313517.34
-----		-----	-----	-----	-----
19750	NET RESOURCES BEFORE TRANSFERS	33632	(27550)	-	6082.39
Transfers Between Funds					
-	T1 Miscellaneous Transfers	(38000)	38000	-	-
-----		-----	-----	-----	-----
19750	NET INCOMING/OUTGOING RESOURCES	(4368)	10450	-	6082.39
-----		-----	-----	-----	-----
19750	NET MOVEMENT IN FUNDS	(4368)	10450	-	6082.39
469302	Fund Balances Bt Fwd 01 Jan 18	457295	31757	-	489051.64
-----		-----	-----	-----	-----
489052	FUND BALANCES CD FWD 31 Dec 18	452927	42207	-	495134.03
=====		=====	=====	=====	=====

SUMMARY BALANCE SHEET AT 31 DEC 18

31 Dec 17 £		31 Dec 18 £
	Assets and Liabilities	
	FIXED ASSETS	
392245.76	X2 Fixed Assets for Charity Use	392245.76
-----		-----
392245.76		392245.76
-----		-----
	CURRENT ASSETS	
20214.20	A2 Debtors	28089.43
81180.68	A4 Cash At Bank and In Hand	77832.39
-----		-----
101394.88		105921.82
-----		-----
	CURRENT LIABILITIES	
4589.00	C1 Creditors Due Within One Year	3033.55
-----		-----
4589.00		3033.55
-----		-----
96805.88	NET CURRENT ASSETS (A - C)	102888.27
489051.64	TOTAL ASSETS LESS CURRENT LIABILITIES (X+A-C)	495134.03
-----		-----
489051.64	NET ASSETS	495134.03
=====		=====
	Represented by Funds	
457294.56	F1 Unrestrd Funds	452927.09
31757.08	F2 Restrict Funds	42206.94
-----		-----
489051.64	TOTAL FUNDS	495134.03
=====		=====

SUMMARY OF MOVEMENTS ON ALL FUNDS 01 Jan 18 TO 31 Dec 18

BALANCE	FUND	INCOME	EXPENSES	TRANSFERS	BALANCE
01 Jan 18				/GAINS	31 Dec 18
£		£	£	£	£
UNRESTRD FUNDS					
59049	A Parish General Fund	267997	234365	(38000)	54681
392246	C Property Fund	-	-	-	392246
6000	G PCC Reserve Fund	-	-	-	6000
-----		-----	-----	-----	-----
457295	Totals for Unrestrd Funds	267997	234365	(38000)	452927
RESTRICT FUNDS					
3994	B Missionary Fund	246	38895	38000	3345
11921	E St Stephen's Building Fund	4032	1417	(4500)	10036
7131	H Day Centre Fund	4205	4163	-	7173
472	I Stay and Play Fund	2060	2467	-	66
1384	J Winter Night Shelter	1463	1751	-	1096
6854	K Youth Worker Fund	21160	30461	4500	2053
-	L Assistant Minister Fund	18437	-	-	18437
-----		-----	-----	-----	-----
31757	Totals for Restrict Funds	51603	79153	38000	42207
-----		-----	-----	-----	-----
489052	TOTALS FOR ALL FUNDS	319600	313517	-	495134
=====		=====	=====	=====	=====

NET MOVEMENT IN TOTAL FUNDS IN THE YEAR

01 Jan 17-		01 Jan 18-
31 Dec 17		31 Dec 18
£		£
3807.39	A Parish General Fund	(4367.47)
6423.06	E St Stephens Building Fund	(1884.68)
6854.05	K Youth Worker Fund	(4800.72)
-	L Assistant Minister Fund	18437.05
2665.47	Movement on other funds	(1301.79)
-----		-----
19749.97		6082.39
=====		=====

BALANCE SHEET AT 31 DEC 18

31 Dec 17 £		31 Dec 18 £
392245.76	FIXED ASSETS 15 Buildings at Cost	392245.76
	CURRENT ASSETS	
	A2 Debtors	
13021.71	10 Income tax reclaimable	16030.23
833.40	12 Other debtors	331.75
6359.09	13 Prepayments	11727.45
-----		-----
20214.20	Total Debtors	28089.43
	A4 Cash At Bank and In Hand	
20408.65	1 Lloyds Bank Current Account	7672.48
120.00	2 Lloyds Bank Treasurers Account	10334.93
1000.00	3 St Stephens Building Fund CBF	1000.00
715.68	6 Cash	0.00
727.65	7 Stay and Play	536.43
7208.70	8 St Stephens Day Centre	7288.55
51000.00	9 St Stephens/St Wulstans CBF	51000.00
-----		-----
81180.68	Total Cash At Bank and In Hand	77832.39
-----		-----
101394.88		105921.82
-----		-----
	CURRENT LIABILITIES	
	C1 Creditors Due Within One Year	
484.00	20 Diocesan Fees Payable	103.00
2827.34	22 Other Creditors	1140.04
155.06	23 Accruals - Missionary Giving	0.00
771.69	25 Accruals - Other	721.13
350.91	27 Lloyds Bank Credit Card	1069.38
-----		-----
4589.00	Total Creditors Due Within One Year	3033.55
96805.88	NET CURRENT ASSETS (A - C)	102888.27
489051.64	TOTAL ASSETS LESS CURRENT LIABILITIES (X+A-C)	495134.03
-----		-----
489051.64	NET ASSETS	495134.03
=====		=====
	Represented by Funds	
	F1 Unrestrd Funds	
59048.80	A Parish General Fund	54681.33
392245.76	C Property Fund	392245.76
6000.00	G PCC Reserve Fund	6000.00
-----		-----
457294.56	Total Unrestrd Funds	452927.09
	F2 Restrict Funds	
3994.25	B Missionary Fund	3345.37
11921.15	E St Stephen's Building Fund	10036.47
7130.70	H Day Centre Fund	7172.55
472.46	I Stay and Play Fund	66.20
1384.47	J Winter Night Shelter	1095.97
6854.05	K Youth Worker Fund	2053.33
0.00	L Assistant Minister Fund	18437.05
-----		-----
31757.08	Total Restrict Funds	42206.94
-----		-----
489051.64	TOTAL FUNDS	495134.03
=====		=====

INCOME AND EXPENDITURE ACCOUNT AND FUND MOVEMENTS 01 Jan 18 TO 31 Dec 18

Fund A : Parish General Fund (Unrestrd Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
	Income		
4016.92	101 Gifts - Loose Cash/Cheques	3370.00	3562.05
1141.00	102 Gifts - Envelopes	1115.00	1214.00
175880.25	103 Gifts - Standing Orders	175083.00	179252.00
6120.00	104 Gifts - CAF/UKET (excl GYE)	6180.00	6180.00
44300.50	105 Income Tax on gifts	43011.00	45842.83
600.00	106 Payroll giving / GYE	0.00	400.00
4240.00	108 Gifts - Giving Response	12500.00	11290.00
390.00	130 Bookstall sales	0.00	558.00
2087.00	131 Wedding/Funeral Fees	1200.00	1795.00
1068.16	134 Other income/sales(excl books)	500.00	644.53
11911.25	136 Room Hire Income	9000.00	13299.00
7500.00	137 Diocese re Curates Housing	4375.00	3750.00
154.11	140 Interest	130.00	209.66
----- 259409.19 -----	TOTAL INCOME	----- 256464.00 -----	----- 267997.07 -----
	Expenditure		
82768.80	150 Diocesan Common Fund	84415.00	84415.20
26866.59	151 Admin & Finance Salaries	26560.00	26649.99
7056.08	152 Ministry Trainee Costs	6500.00	3645.78
6638.75	153 Clergy Expenses	5850.00	6195.48
1161.03	154 Staff Expenses	1200.00	907.18
774.00	155 Speakers Expenses	500.00	651.00
4473.88	156 Office	5000.00	4972.96
34179.79	157 Children's Worker - Salary	35215.00	35220.81
1067.91	158 Youth work	1450.00	1257.95
1184.72	159 Children's work	1400.00	1163.94
6159.85	160 Property Insurance	6350.00	6155.85
13393.43	161 Buildings/Maintenance	11969.00	11554.19
8480.97	162 Heat, Light and Power	9250.00	10126.88
5796.88	163 Cleaning	6000.00	5699.19
368.00	164 Consultancy and Inspection	400.00	368.00
0.00	165 International Student Worker	250.00	19.09
1300.00	167 Gospel Causes	1300.00	1300.00
33960.00	168 Transfer to Missionary Fund	38000.00	38000.00
6563.99	170 Weekend Away / at Home	0.00	0.00
0.00	172 Chris Hobbs - GAFCON expenses	0.00	1482.78
954.24	174 Music	968.00	967.04
761.97	177 Student Work	850.00	655.36
3171.93	178 Evangelism	2500.00	1914.24
1184.80	179 Parish Computer Systems	1755.00	1555.19
806.72	180 PA Systems Equipment	320.00	540.19
435.29	181 Bookstall Costs	0.00	508.77
2270.35	183 Miscellaneous Expenses	3000.00	2181.59
0.00	184 Unbudgeted expenditure	0.00	1321.17
133.20	185 Curate's House	927.00	1236.10
464.15	186 Kitchen	450.00	869.42
0.00	191 Assistant Minister	0.00	18829.20
2000.00	193 CAP Contribution	2000.00	2000.00
0.00	196 Transfer from Building Fund	0.00	4500.00-
0.00	197 Transfer to Youth Worker Fund	0.00	4500.00
1224.48	199 Contingency	2325.00	0.00
----- 255601.80 -----	TOTAL EXPENDITURE	----- 256704.00 -----	----- 272364.54 -----
3807.39	SURPLUS (OR DEFICIT)	240.00-	4367.47-
55241.41	Balance brought forward 01 Jan 18		59048.80
----- 59048.80 =====	Balance carried forward 31 Dec 18		----- 54681.33 =====

Fund B : Missionary Fund (Restrict Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
Income			
33960.00	200	Transfer from Parish General	38000.00
449.05	201	Specified Gifts (SG)	0.00
31.01	202	Income Tax on gifts	0.00
-----			-----
34440.06		TOTAL INCOME	38245.63
-----			-----
Expenditure			
1023.23	251	Chris Hobbs trip to Myanmar	1000.00
2100.00	254	Friends International re Hills	2100.00
10000.00	257	Agape re McNeills	10250.00
6800.00	258	Agape re Keates	8400.00
10000.00	267	Reach Across re Harveys	10500.00
420.00	270	Agape re Lyn McNeill	6000.00
630.00	271	UCCF re Kristi Mair	0.00
840.00	273	BCM re Kathryn Hindley	0.00
840.00	274	Agape re Allan Ooi	1000.00
155.06	276	SG - Open Doors	0.00
0.00	282	Latin Link - Bethan Stonehouse	275.00
-----			-----
32808.29		TOTAL EXPENDITURE	38894.51
-----			-----
1631.77		SURPLUS (OR DEFICIT)	648.88-
2362.48		Balance brought forward 01 Jan 18	3994.25
-----			-----
3994.25		Balance carried forward 31 Dec 18	3345.37
=====			=====

Fund E : St Stephen's Building Fund (Restrict Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
Income			
6230.00	400	Donations - Cash	0.00
1574.90	403	Income tax reclaimed	0.00
78.35	404	Income from events	0.00
102.54	406	Bank Interest	0.00
-----			-----
7985.79		TOTAL INCOME	4032.04
-----			-----
Expenditure			
256.13	416	Professional expenses	0.00
241.45	428	VAT on loose fittings	0.00
1065.15	430	Storage and equipping St S	0.00
0.00	431	Transfer to Parish General Fnd	0.00
-----			-----
1562.73		TOTAL EXPENDITURE	5916.72
-----			-----
6423.06		SURPLUS (OR DEFICIT)	1884.68-
5498.09		Balance brought forward 01 Jan 18	11921.15
-----			-----
11921.15		Balance carried forward 31 Dec 18	10036.47
=====			=====

Fund H : Day Centre Fund (Restrict Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
Income			
4509.83	480 St Stephens Day Centre Income	4500.00	4197.00
0.00	482 Donations - Cash	0.00	8.00
-----		-----	-----
4509.83	TOTAL INCOME	4500.00	4205.00
-----		-----	-----
Expenditure			
1468.12	491 Milk, Food, Cooks wages & Cake	1500.00	1590.81
0.00	492 Christmas meal	0.00	81.40
2345.00	493 Shencare Transport	2345.00	2204.00
313.28	494 Other Sundry expenses	350.00	286.94
-----		-----	-----
4126.40	TOTAL EXPENDITURE	4195.00	4163.15
-----		-----	-----
383.43	SURPLUS (OR DEFICIT)	305.00	41.85
6747.27	Balance brought forward 01 Jan 18		7130.70
-----			-----
7130.70	Balance carried forward 31 Dec 18		7172.55
=====			=====

Fund I : Stay and Play Fund (Restrict Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
Income			
2153.63	496 Stay and Play - Income	2000.00	2060.44
-----		-----	-----
2153.63	TOTAL INCOME	2000.00	2060.44
-----		-----	-----
Expenditure			
2225.51	497 Stay and Play - Expenditure	1950.00	2312.82
0.00	500 Colin Buchanan concert	0.00	153.88
-----		-----	-----
2225.51	TOTAL EXPENDITURE	1950.00	2466.70
-----		-----	-----
71.88-	SURPLUS (OR DEFICIT)	50.00	406.26-
544.34	Balance brought forward 01 Jan 18		472.46
-----			-----
472.46	Balance carried forward 31 Dec 18		66.20
=====			=====

Fund J : Winter Night Shelter (Restrict Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
	Income		
1008.00	520 Donations - Cash	1000.00	1210.00
214.50	521 Income tax on gifts	250.00	252.50
-----		-----	-----
1222.50	TOTAL INCOME	1250.00	1462.50
-----		-----	-----
	Expenditure		
186.66	530 Food - Evening meal & B'fast	200.00	178.07
313.69	531 General Expenses inc clothes	600.00	572.93
0.00	534 Gift to BCM	0.00	500.00
0.00	535 Gift to Reach Out Ministries	0.00	500.00
-----		-----	-----
500.35	TOTAL EXPENDITURE	800.00	1751.00
-----		-----	-----
722.15	SURPLUS (OR DEFICIT)	450.00	288.50-
662.32	Balance brought forward 01 Jan 18		1384.47
-----			-----
1384.47	Balance carried forward 31 Dec 18		1095.97
=====			=====

Fund K : Youth Worker Fund (Restrict Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
	Income		
215.86	550 Gifts - Loose Cash/Cheques	0.00	0.00
4940.00	551 Gifts - Standing Orders	10800.00	11680.00
4070.00	552 Gifts - One Off	0.00	3595.00
1500.00	553 Gifts - Annual	1500.00	1500.00
3138.97	554 Income Tax on gifts	3315.00	4385.00
5000.00	555 Grants received	0.00	0.00
0.00	557 Transfer from Parish General	4500.00	4500.00
0.00	558 Transfer from PCC Reserve	6000.00	0.00
-----		-----	-----
18864.83	TOTAL INCOME	26115.00	25660.00
-----		-----	-----
	Expenditure		
7685.68	570 Salary and pension costs	23114.00	23086.56
3306.00	571 Oak Hill Fees	5271.00	4446.00
869.10	572 Travel costs to Oak Hill	2541.00	2195.00
150.00	573 Other Expenses	937.00	733.16
-----		-----	-----
12010.78	TOTAL EXPENDITURE	31863.00	30460.72
-----		-----	-----
6854.05	SURPLUS (OR DEFICIT)	5748.00-	4800.72-
0.00	Balance brought forward 01 Jan 18		6854.05
-----			-----
6854.05	Balance carried forward 31 Dec 18		2053.33
=====			=====

Fund L : Assistant Minister Fund (Restrict Fund)

01 Jan 17 - 31 Dec 17 £		Budget 12 Months £	01 Jan 18 - 31 Dec 18 £
	Income		
0.00	580 Gifts - Loose Cash/Cheques	0.00	12.64
0.00	581 Gifts - Standing Orders	0.00	973.00
0.00	582 Gifts - One Off	0.00	11136.00
0.00	584 Income Tax on gifts	0.00	2815.41
0.00	585 Gifts - Stewardship	0.00	3500.00
-----		-----	-----
0.00	TOTAL INCOME	0.00	18437.05
-----		-----	-----
	Expenditure		
-----		-----	-----
0.00	TOTAL EXPENDITURE	0.00	0.00
-----		-----	-----
0.00	SURPLUS (OR DEFICIT)	0.00	18437.05
0.00	Balance brought forward 01 Jan 18		0.00
-----			-----
0.00	Balance carried forward 31 Dec 18		18437.05
=====			=====

Parish of St Stephen and St Wulstan, Selly Park, Birmingham

Notes to the financial statements 2018

Accounting policies

These are given in a separate paper and are based on the Church Accounting Regulations 2006, prescribed by the General Synod.

Unrestricted, Restricted and Endowment Funds

A list of funds can be seen in the detailed balance sheet at the bottom of page 7 of the accounts.

The Parish General Fund is used to pay for the running costs and maintenance of the two centres, non clergy staff (including Children's Worker and Administrative staff), the Diocesan common fund, buildings insurance, clergy housing and other parish expenses. All running costs and staff costs associated with the Day Centre are held in a separate fund (Fund H on page 10) as these were in the past subject to funding from Birmingham City Council.

The PCC approved a transfer of £38,000 during 2018 to missionary and charitable causes. This giving is reflected in the Missionary Fund (Fund B on page 9). To emphasise the commitment to this purpose, the PCC has deemed this to be a restricted fund. Fund B also records where individuals have made specified gifts via the parish, which have been or will be passed onto the recipients concerned.

St Stephen's Building Fund (Fund E on page 9) is regarded by the PCC as a restricted fund.

The Property Fund (Fund C on page 7) represents the purchase of 103 Bournbrook Road which took place in June 2010 as housing for the Assistant Minister.

A Winter Night Shelter Fund (Fund J on page 11) was created in 2013 to help with the needs of homeless people. In order to ensure donations are only used for this purpose this is deemed to be a restricted fund.

A Youth Worker Fund (Fund K on page 11) was created in 2017 in order to administer donations given specifically to fund the youth worker as well as his expenses. In order to ensure donations are only used for this purpose this is deemed to be a restricted fund.

An Assistant Minister Fund (Fund L on page 12) was created in 2018 in order to administer donations given specifically to fund the Assistant Minister as well as his expenses. In order to ensure donations are only used for this purpose this is deemed to be a restricted fund.

Remuneration

The PCC's employees are paid from the Parish General Fund and Youth Worker Fund as appropriate.

Fixed Assets

This represents the purchase of 103 Bournbrook Road which took place in June 2010 as housing for the Assistant Minister.

Debtors and Prepayments

There are no significant debtors in the current year although a significant amount of income tax recoverable in respect of gift aid is due relating to normal giving as well as donations to the Assistant Minister Fund in 2018. This balance was claimed in 2019.

Prepayments relate to a proportion of the annual insurance premium paid in 2018 which relates to insurance cover in 2019 together with amounts paid in advance to Hothorpe Hall (re weekend away) together other smaller advance payments relating to Church activities in 2019.

Current Liabilities

This primarily consists of amounts due to sundry items relating to the parish General Fund incurred during the final quarter of 2018.

All Parish Share (Common Fund) contributions for 2018 were paid in full during the year.

Income at the centres

Donated income is recorded in accounts 101 to 108 in the Parish General Fund (Fund A on page 8). There was an increase of £11,442 across the two centres. This was due to increased normal giving.

The proportion of tax efficient giving has decreased this year down to 93.9% of total donated income excluding CAF and Payroll giving compared to 95.6% for 2017. This was due to a significant donation received during the year which was not subject to gift aid.

Related Party Transactions

The following members of the PCC had the following transactions with the parish during the year (other than the reimbursement of expenses incurred on behalf of the two churches):

C Hobbs and A Martin received the following non specific expenses:

- mileage which was paid at Diocesan rates of 45p per mile (30p per mile outside the Diocese).
- Contributions to housing and IT costs in line with PCC recommendations.

O Huggins wife was employed by the parish as Parish Administrator and received a salary of £16,296 for 24 hours per week. Pension contributions of £180 were made on her behalf.

H Buckley was employed by the parish as a children's worker and received a salary of £30,012 and pension contributions of £2,221 were made on her behalf.

N Bryant's husband was employed by the parish as a part time youth worker and received a salary of £20,000 and pension contributions of £1,480 were made on his behalf.

Parish of St Stephen & St Wulstan, Selly Park, Birmingham

Statement of Accounting Policies 2018

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice.

The financial statements have been prepared under the historical cost convention.

Funds

The Parish General Fund, the Property Fund and the PCC Reserve Fund represent funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body (e.g. St Wulstan's Brownies) nor those that are informal gatherings of Church members.

Incoming Resources

Voluntary income and capital sources

Offerings are recognised when received by or on behalf of the PCC.

Planned giving receivable under standing order is recognised only when received.

Income tax recoverable on gift aid donations is recognised when the income is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised from the church bookstall are accounted for gross, as are donations for missionary purposes.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is paid.

Income from investments

Interest is accounted for when received except for interest due from HMR&C which is recognised when notified of the amount due.

Resources used

Grants

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

Fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by section 96(2)(a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

Other fixtures, fittings and office equipment

Equipment used within the church premises will be depreciated on a straight line basis over four years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

A photocopier is leased by an agreement entered into in December 2016.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors.

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

Annual Report of PCC for 2018

Background

The parish has two church buildings, St Stephen's and St Wulstan's, with Rev Chris Hobbs serving as Vicar and Andy Martin as Assistant Minister.

The PCC has a duty, with the Vicar, as stated in the Parochial Church Council (Powers) Measure 1956, to consult together on matters of general concern and importance to the parish. The PCC also exists to co-operate with the Vicar in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Membership

Members of the PCC are either ex officio or elected by the APCM in accordance with the Church Representation Rules. During the calendar year 2018 the following served as members of the PCC:

Clergy

Rev Chris Hobbs	Vicar
Rev Andy Martin	Assistant Minister

Wardens

Mr Ian Butler
Mr Oliver Huggins

Deanery Synod Representatives

Mr Mark Fox
Mrs Judy Quaintance
Mr Mat Schofield resigned during 2018
Mr Andy Walker

Elected Members

Mrs Elizabeth Barry
Mrs Naomi Bryant
Mrs Cordelia Checketts
Mr Rob Davies from APCM 2018
Mr Nick Devas until APCM 2018
Miss Dawn Evans until APCM 2018
Mr Richard Griffith from APCM 2018
Mr Adam Kendall from APCM 2018
Dr Pippa Nicolson
Miss Naomi Stevens
Mr Thom Wilkinson

Co-Opted Members

Mr Sam Allen as Parish Treasurer
Miss Helen Buckley

Committees

The PCC operates through a number of sub-committees, which meet between meetings of the full PCC:

Standing Committee

This is the only sub-committee required by the Church Representation Rules. It has power to transact the business of the PCC between its meetings, subject to any direction given by the PCC. These are set out in the Terms of Reference agreed by the PCC in January 2012.

Finance Committee

This committee prepares the annual budget and monitors overall income and expenditure in the parish.

World Mission Committee

This committee maintains contact with the Christian workers whom we support outside the parish, both overseas and at home, and keeps the church informed about missionary matters. It recommends to the PCC the payments to be made from the World Mission budget.

Fabric Committee

This committee oversees the general maintenance of all church property, including all meeting rooms and the property at 103 Bournbrook Road.

Financial Activities note for 2018

Financial Activities

An expense budget for the Parish General Fund for 2018 was set at £256,704 compared to £254,908 for 2017 an increase of £1,796.

Due to anticipated additional income we were able to increase the amount given to the Missionary Fund, and meet in full the increase requested by the Diocese Common Fund.

Savings were achieved by not having a weekend away and only anticipating one Ministry Trainee.

Income

During the year overall giving increased by £9,900 or 5.1% and there was also an increase in income tax received on gifts of £1,542 or 3.5%. This led to giving in the year of £247,741. Other income was £20,256, of which £13,299 was room hire and £3,750 was received from the Diocese to help fund Curates Housing. Overall income exceeded budgets by £11,533.

Expenditure

In the Parish General Fund actual expenditure for 2018 was £15,660 above budget. This was mainly due to the decision to fund Andy Martin for 6 months from 1st July 2018. Attempts to control expenditure and reduce non-essential expenditure continued during the year. Savings were made by not having a Ministry Trainee from 1st September 2018 and not utilising the contingency. However savings made by not needing to use the contingency were offset by the cost of unbudgeted expenditure over a number of areas. Several other areas had increased costs all of which were offset by savings in other areas.

Following a successful appeal for funds to appoint Andy Martin as our Assistant Minister a new Fund was set up. During the year gifts of £18,437 were received to fund this new venture.

Surplus

As a result of the above the Parish General Fund incurred a deficit of £4,367 compared to a budgeted loss of £240, a reduction of £4,127.

The unrestricted surplus in the Parish General Fund carried forward into 2019 is £54,681.

The Building Fund had a deficit in 2018 of £1,885 and now stands at £10,036.

Charitable and Political Donations

The PCC continues to make gifts from its donated income and the amount given through the Missionary Fund amounted to £38,894 in 2018. No donations were given for political purposes.

Review of PCC Meetings in 2018

At its meetings in 2018, the PCC:

January

- heard that the church saw a small financial surplus in 2017 which was carried forward
- heard that Tony Ball was retiring as Treasurer and appointed Sam Allen to succeed him
- began discussing the possibility of having an Associate Minister
- reviewed the new pattern of 10am, 4pm and 6.30pm services after its first week
- heard a report from Tom Bryant as Youth Worker
- agreed to hire St Wulstan's to Church of the Light on Fridays for a Youth Group

March

- heard that despite the surplus there were financial challenges ahead (e.g. Associate Minister)
- approved the 2017 Finance, Fabric and PCC reports to be presented to the APCM
- agreed to fund Andy Martin to remain as Assistant Minister until December 2018
- agreed to seek to raise giving to fund the appointment of an Associate Minister
- heard from Helen Buckley about the shortage of leaders for 10am/4pm children's ministry

May

- elected officers for the year 2018-9 and welcomed new PCC members
- discussed evangelism and how to engage our community better
- heard that giving was down and that we face a deficit of £15k, to be covered from reserves.
- adopted a revised Safeguarding policy
- adopted a Data Privacy notice
- agreed to put on hold for the time being the discussion of a church discipline policy

July

- reviewed the new 4pm service, especially children's ministry
- heard about GAFCON from Chris Hobbs
- discussed evangelism further, and especially Andy's vision to reach students in our parish
- agreed to establish a Discretionary Fund to help those in need
- agreed that Chris Hobbs would establish a team to undertake 'The Vine Project'
- heard from Imogen Prasad about her year as Ministry Trainee

September

- heard about Rooted plans for student ministry from September
- heard a report on the ReNew conference from Chris Hobbs and Andy Martin
- agreed to waive the PCC element of wedding and funeral fees for families of Electoral Roll members
- heard that Ben Wells would be re-joining St Stephens as curate in July 2019
- discussed how much should be given as a 'Gift' towards the new Common Fund request
- agreed to have a giving appeal to raise money for Andy Martin as Associate Minister
- heard that Glen Scrivener had been invited to lead a mission weekend in May 2019

November

- heard that sufficient money had been raised for Andy Martin to remain as Associate Minister
- heard from Helen Buckley about changes to make children's ministry more manageable
- heard an update from the Vine Project Team
- agreed the budget for 2018 proposed by the Finance Committee, and the Common Fund 'Gift'
- discussed the definition of World Mission and how much is given to it

Fabric Report

The Committee continues to meet on a quarterly basis, and comprises:

Tim Pearson

David Twiss

Sally Hill

Paul Coley

Two Maintenance Mornings took place, on Saturdays in May and November. Thanks should be recorded to the members who supported these.

The 2018 financial summary is as follows:

Building	Budget/£	Actual expenditure/£
St Stephens	9,072	9,238.78
St Wulstans	2,485	1,929.01
103 Bournbrook Rd	927	1,236.10
18 Selly Wick Rd	<u>412</u>	<u>386.40</u>
Total	12,896	12,790.29

The largest items of expenditure in 2018 were:

- £1,376.87 Servicing, repair and 24/365 monitoring of intruder, fire and lift alarms at both churches and vicarage. Excludes cost of BT telephone lines needed for monitoring
- £1,036.14 Servicing and repairs to heating systems at both churches
- £1,011 Servicing and repair of organ
- £822.00 Cranmer Room roof windows inspection by specialists
- £700 contribution towards the cost of a permanent repair to the folding doors and hanging structure in Cranmer Room
- £664.80 Servicing to lightning conductor, plus addition of one further earth point near garden shed
- £650 Height reduction of tall hedge along boundary to Selly Park Road and removal of dead branch from Corsican Pine tree near garden shed.

All costs are inclusive of VAT

Matters worthy of comment:

- Servicing and repairs to the organ accounted for the third largest area of expense, although more frequent usage during services and by one St Stephens member for weekly practices has improved its reliability. However many parts are in poor condition and overhaul may soon be needed. Cost quoted by Nicholsons Organs, who made the organ and are still in business, is £211,000. We need to consider the organ's long term future.
- Four of the sodium lamp uplighters in the nave failed in late 2018 and were replaced by LED replacements at a cost of c.£1,500 fitted. This cost was taken from the 2019 budget, although it is likely that further original uplighters will also fail and need replacement before long
- The fourth largest item of expenditure was a specialist inspection and repair advice for the automatic opening rooflights in the Cranmer Room, as a result of the mechanisms breaking. This is considered a weak design, although replacement of mechanisms to all four windows

would cost approx. £2,400 and still need maintenance. Instead a decision was taken to secure these windows closed, at nominal cost.

- Church of The Light, attended mainly by Christians from the Middle East, continues to use St Wulstan's two days per week in return for a monthly fee and is keeping it in tidy condition. However the Parish is still responsible for repairs.
- The heart of the blown air heating system at St Wulstans is a boiler, believed to date from the early 1960s. It is sometimes unreliable and may be nearing the end of its life, although it would be wise to consider a more efficient, conventional radiator-based heating systems in the event of terminal failure of the boiler.
- A number of members have again voiced concern at the poor acoustics in the foyer and to a lesser extent in the Cranmer Room. The quote of £1,200 plus VAT from an acoustics consultant was not taken up, but instead another acoustics consultant who attended an event at St Stephens has given free advice which is being considered.
- The tall Corsican Pine tree near the garden shed is dying, and funds may be needed to remove this safely in the next two or three years.

Tim Pearson

Chairman, Fabric Committee

5th February 2019

Electoral Roll Report

The electoral Roll was revised in March 2019. The numbers for the last three years are shown below:

2017 : 150

2018 : 150

2019 : 165

27 people came off the electoral roll
42 people came onto the electoral roll

Safeguarding

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