



St. Peter's Church

LORD'S MEAD, CHIPPENHAM, SN14 0LL

Journeying together to share our Christian faith and the love of God with all.

FINANCIAL STATEMENTS

Year ended 31 DECEMBER 2018

CHARITY NUMBER 1131473

St. Peter's Church, Chippenham
Financial Statements for the Year Ended 31 December 2018

Reference and Administrative Information

Charity name:		St. Peter's Church Chippenham
Charity number:		1131473
Principal office address:		St. Peter's Church Lord's Mead Chippenham Wiltshire SN14 0LL
Charity trustees at date of approval:	Ex-Officio members: Priest in charge: Church wardens: Deanery Synod representatives: Elected members: Co-opted members:	Reverend Andrew Gubbins (Chairperson) Mr. Chris Gough (Vice Chair) Mr. Robin Wildblood Mr. Paul Godwin Mr. Robin Wildblood Mrs. Daphne Brindle Mrs. Jane Brown Mrs. Vivienne Fuller Ms. Sharon Hawker-Baddeley (Secretary) Mr. Ivan Hurcum Mrs. Caroline Masters Mr. John Sumbler Mr. David Turnbull (Treasurer) Mrs. Bev Webb None
Former charity trustees who served during the financial year:		Mrs. Judith Griffiths Mr. Terence Bate Mrs. Susan Tingey

St. Peter's Church, Chippenham

Financial Statements for the Year Ended 31 December 2018

Financial Review

Summary: In 2018 our overall income reduced by 3.7% over the previous year, whilst our total expenditure was down by 6%. Whilst there was a surplus of £2,674 of income over expenditure, the apparent solvency was flattered considerably by late receipt of 2018 invoices which consequently were not paid in the financial year.

Income: Our two main income streams of Voluntary Giving (£48,909) and Hall/Room rental fees (£34,744) were at almost the same level as in 2017. The overall reduction in total income of nearly £4,000 was mainly the result of the non-repeat of a 2017 bequest of £1,000 and the receipt of only three quarterly rental payments from "Tom Metcalf Centre", leaving us £3,275 short in our financial year.

Expenditure: Overall expenditure was considerably lower because of fewer "Repairs & Maintenance" payments, and also because November and December gas invoices and refuse collection bills were not received in 2018. These were paid in early January 2019. There were also certain charitable collections just prior to Christmas remaining in the current account awaiting payment in the New Year. All of these factors contribute to an apparent reduction in overall expenditure but make for a difficult start to 2019.

Fabric Fund: The balance in this "Unrestricted Designated Fund" reduced by £1,149 in 2018. This was the result of transfers-out of £3,062 for "Repairs & Maintenance", offset by a transfers-in of £1,900 (5% of the Hall/Room letting fees), and interest accrued of £13. For the purpose of calculating the Hall/Room letting fees transfer, the non-receipt of the 4th quarter TMC rental was ignored and included in the overall 5% calculation, increasing the transfer by £164. During the year an appeal to the congregation for the purchase of a wireless microphone system raised £672 which was transferred to the Fabric Fund on an on-going basis pending the purchase in June when it was transferred back to the current account and contributed to the overall cost of the system.

Net Assets: It is important to highlight the significant proportion (58%) of our net assets of £41,839 which are in "Restricted Funds" (notably Cornerstone, LIGHT service and Foodbox) which can only be used for their designated purpose.

Conclusion: A relatively stable year, but with erratic payment and receipt patterns at the tail-end of the year. There are indications that we face financial challenges in 2019.

My thanks are due for the significant contribution of Ivan Hurcum and Chris Gough to the Finance Team, and especially Ivan for weekly banking and in his role as Freewill Offering Secretary in compilation of our annual Gift-Aid reclaim from HMRC.

David Turnbull
Treasurer

St. Peter's Church, Chippenham
Financial Statements for the Year Ended 31 December 2018

STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Fund £	Unrestricted Designated Fund £	Restricted Funds (Note 9) £	Total 2018 £	Total 2017 £
INCOME AND ENDOWMENTS FROM:					
Donations and Legacies					
Regular giving					
Receipts from donors					
Planned giving	34,368	-	-	34,368	34,480
Collections other than planned giving	5,976	-	-	5,976	5,940
Income tax recovered	8,565	-	-	8,565	8,403
Grants	-	-	-	-	1,000
	48,909	-	-	48,909	49,823
Other Donations and Legacies (note 2)	5,384	-	-	5,384	6,637
Income from Charitable Activities (note 3)	8,167	-	-	8,167	8,775
Other Trading Activities Note 4)	39,254	-	-	39,254	40,563
Income from Investments (note 5)	-	13	113	126	65
TOTAL INCOME AND ENDOWMENTS	101,714	13	113	101,840	105,767
EXPENDITURE ON:					
Expenditure on Charitable Activities (note 6)	3,419	-	-	3,419	4,121
Parish Share	64,800	-	-	64,800	64,800
Other Expenditure (note 7)	29,656	-	1,291	30,947	36,613
Write back of prior year cheques not banked (note 8)	-	-	-	-	-
TOTAL EXPENDITURE	97,875	-	1,291	99,166	105,534
Net income/(expenditure)	3,839	13	(1,178)	2,674	233
Transfers between funds	(5,157)	(1,161)	6,814	496	-
Net movement in funds	(1,318)	(1,148)	5,636	3,170	(3,442)
Add back net movement in unrepresented cheques (note 8)	(3,850)	-	-	(3,850)	1,488
Cash at bank and in hand 1 st Jan	5,729	13,502	23,364	42,595	44,549
Cash at bank and in hand 31 st Dec	4,869	12,354	24,692	41,915	42,595

The attached notes on pages 5 to 10 form part of these financial statements.

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Financial Statements for the Year Ended 31 December 2018

STATEMENT OF FINANCIAL POSITION

	Unrestricted Fund	Unrestricted Designated Fund	Restricted Funds (Note 9)	Total 2018	Total 2017
	£	£	£	£	£
Cash Funds					
HSBC current account	4,869	-	1,102	5,971	6,110
HSBC Fabric Fund	-	12,354	-	12,354	13,502
CBF Cornerstone Fund	-	-	23,050	23,050	22,457
Cash floats	-	-	540	540	526
Total Assets	4,869	12,354	24,692	41,915	42,595
Liabilities					
Unpresented cheques at year end (note 8)	76	-	-	76	2,899
	76	-	-	76	2,899
Net Assets	4,793	12,354	24,692	41,839	39,696

The attached notes on pages 5 to 10 form part of these financial statements.

Approved by the PCC on 28 March 2019 and signed on their behalf by Reverend Andrew Gubbins (PCC Chairman) and Mr David Turnbull (PCC Treasurer)

Reverend Andrew Gubbins

David Turnbull

St. Peter's Church, Chippenham

Financial Statements for the Year Ended 31 December 2018

1. Notes

- (i) The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 and the Charities Act 2011. These financial statements have also applied the guidance from the new Charities SORP (FRS102) that is effective for all year ends from 31 December 2015 onwards and replaces the Charities Statement of Recommended Practice (SORP 2005).
- (ii) These financial statements are prepared using the receipts and payments basis and as such exclude income earned during the financial year that have not been received as at 31 December as well as amounts owing from obligations entered into during the financial year for which payments have not been raised.
- (iii) The funds specified on page 4 represent all the funds of the PCC including those which are subject to special restrictions regarding their use.

The St. Peter's Fabric Fund has been designated by the PCC as monies to be used towards the development of the fabric of the church. The PCC has agreed a policy to commit the PCC to transfer 5% of annual letting income to the Fabric Fund with a further review in September of each year to agree whether a top up payment can be made from any surplus generated from unrestricted funds.

The PCC is committed to maintaining a sustainable reserve to cover any future requirements relating to the development of the fabric of the church.

- (iv) Assets recognised but not valued in the Statement of Assets and Liabilities include:
 - Moveable church furnishings held by the Church Wardens on special trust for the PCC and which require a faculty for disposal.
 - Other fixtures, fittings and office equipment of which the PCC is free to dispose of without faculty and where the original cost exceeded £1,000.
- (v) In addition to the funds specified on page 4, there is a "Stent" deposit account used solely at the discretion of the Vicar and Church Wardens. The PCC has no control over these funds and is not directly accountable for them. This is a 'connected charity' to St. Peter's Church and is outside the scope of these financial statements.
- (vi) Expenses paid to clergy may include a small immaterial proportion that relates to their function as PCC members. No other payments were made to PCC members.

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2. Other donations and legacies

	2018	2017
	£	£
Bequests	-	2,000
Grant for spire repair	-	1,000
For Cornerstone Fund	480	813
Fund-raising Committee (Rest. Fund C)	1,604	1,341
Sunday Coffee Fund (Rest. Fund D)	258	256
Wednesday Coffee Fund (Rest. Fund E)	656	651
Friendship Club (restricted Fund F)	50	50
Pastoral Committee (Restricted Fund G)	-	20
LIGHT service (Restricted Fund H)	450	410
Foodbox (Restricted Fund I)	1,340	-
CLOGS	300	-
Wilts North Trefoil Guides service	246	-
	5,384	6,541

3. Income from Charitable Activities

	2018	2017
	£	£
Fundraising for general purposes		
Summer fete	1,350	1,442
Christmas fair	1,706	1,707
Male voice choir concert	419	393
Gospel Street production	856	-
Peoples String Foundation concert	460	-
Other organised events	-	245
Funeral collections for St. Peter's Church	-	177
Sundry donations	553	630
	5,344	4,594
Fundraising for specific purposes		
Church Wireless Microphone system	682	-
Children's Society	309	430
Sightsavers	62	158
Send a Cow	314	478
Doorway (Sleepover sponsorship)	650	-
Funeral donations for charities	619	1,931
Leprosy Mission	50	-
Presentations to clergy	-	441
Coach to Ordination service	-	245
Wiltshire Historic Churches	65	470
Embrace	-	28
Christian Aid	72	-
	2,823	4,181
	8,167	8,775

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4. Other trading activities

	2018	2017
	£	£
Tom Metcalfe Centre rent	9,515	12,480
Lord's Mead Playgroup rent	14,948	12,839
Other hall lettings	10,281	9,518
Sheldon Road rental income	1,437	2,716
Wedding fees	346	276
Funeral fees	2,266	1,968
"Peter Post" sales	62	61
Sale of books	109	155
Miscellaneous sales etc	24	505
Insurance claims	266	-
Photocopying	-	45
	39,254	40,563

5. Income from investments

	Unrestricted Designated Funds	Restricted Funds	2018	2017
	£	£	£	£
Interest on Cornerstone Fund	-	113	113	60
Interest on Fabric Fund	13	-	13	5
	13	113	126	65

6. Expenditure on charitable activities

	2018	2017
	£	£
Send a Cow	314	478
Sightsavers	12	126
Children's Society	-	430
Olive Branch Counselling	120	120
Chippenham Street Pastors	120	70
Christian Aid	72	-
Wiltshire Historic Churches Trust	-	313
Water Aid	424	-
Wilts North Trefoil Guild	246	-
Catherine Masters' Peru trip	20	-
Doorway (Sleepover sponsorship)	650	-
Embrace	-	224
Hope for Tomorrow (via Wed. Coffee Fund)	-	155
PHAB Club (via Wed. Coffee Fund)	106	-
Riding Lights "Gospel Street" tickets	839	-
10 th Chippenham Scouts	20	10
Funeral donations to charity	416	2,145
Deanery Synod subscription	60	50
	3,419	4,121

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7. Other expenditure

	2018	2017
	£	£
Clergy Expenses		
Expenses	1,305	2,612
Visiting preachers	740	98
Presentations to clergy	-	479
	<u>2,045</u>	<u>3,189</u>
Benefice fees	900	1,102
Church Maintenance and Running Expenses		
Survey fees	-	1,342
Electricity	2,705	1,847
Gas	1,668	2,133
Water rates	90	84
Insurance	1,833	1,757
Grass cutting	705	685
Repairs and maintenance	3,061	6,074
Imperial Cleaning Services	9,177	8,784
Refuse collection	301	503
Lightning conductor check	54	48
Boiler servicing	-	144
Fire extinguishers	420	286
Fire alarm service	-	-
	<u>20,014</u>	<u>23,687</u>
Church Management and Administration		
Photocopier	1,058	1,188
Hospitality and Conference expenses	267	329
Postage	14	34
Stationery	10	174
Computer and software	287	799
Telephone	637	614
	<u>2,273</u>	<u>3,138</u>
Support costs		
Copyright fees	304	540
Organ and Piano tuning	60	422
Purchases for use in services	461	468
Organist fees	120	60
Verger fees	120	120
Flower Fund (B) expenses	84	-
Pastoral Committee (G) expenses	138	453
LIGHT service (H) expenses	495	587
Foodbox (I) expenses	574	-
Youth Church expenses	-	221
Kingfishers (Messy Church) expenses	294	-
Equipment purchases inc Wireless Micro system	1,148	642
Transfer to CBF Cornerstone Fund	480	-
	<u>4,278</u>	<u>3,705</u>
Transfer to CBF Stent fund (Sheldon Rd rent)	1,437	1,370
	<u>30,947</u>	<u>36,613</u>

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8. Unpresented cheques

Unpresented cheques as at 31 December 2017	£ <u>2,899</u>
Write back prior year cheques raised but never banked by payee	-
2017 cheques presented during 2018	(2,899)
2018 payments raised by cheque not banked by payee at year end	
1 st Call Fire Protection	76
	-1,027
Cash and cheques received 31/12/2018 unbanked	<u>-951</u>
Net movement in unpresented cheques during 2018	<u>-3,850</u>
Unpresented cheques and unbanked as at 31 December 2018	<u><u>-951</u></u>

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9. Restricted Funds

Restricted Funds year-ended 31/12/2018

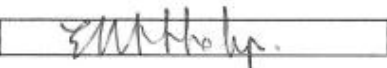
	<u>A</u> <u>Cornerstone</u> <u>Fund</u>	<u>B</u> <u>Flower</u> <u>Fund</u>	<u>C</u> <u>Fund</u> <u>Raising</u> <u>Cttee</u>	<u>D</u> <u>Sunday</u> <u>Coffee</u> <u>Fund</u>	<u>E</u> <u>Wed</u> <u>Coffee</u> <u>Fund</u>	<u>F</u> <u>F'dship</u> <u>Club</u>	<u>G</u> <u>Pastoral</u> <u>Cttee</u>	<u>H</u> <u>LIGHT</u> <u>Service</u>	<u>I</u> <u>Food-</u> <u>box</u>	<u>Totals</u>
Balance at 1/1/2018										
HSBC current account	£0	£0	£0	£0	£0	£0	£0	£381	£0	£381
CBF deposit account	£22,457	£0	£0	£0	£0	£0	£0	£0	£0	£22,457
Cash floats	£0	£84	£0	£50	£69	£323	£0	£0	£0	£526
	<u>£22,457</u>	<u>£84</u>	<u>£0</u>	<u>£50</u>	<u>£69</u>	<u>£323</u>	<u>£0</u>	<u>£381</u>	<u>£0</u>	<u>£23,364</u>
Donations	£480	£191	£0	£279	£0	£0	£0	£450	£1,340	£2,740
Other Voluntary Receipts	£0	£0	£1,748	£0	£774	£1,395	£0	£0	£0	£3,917
Interest received	£113	£0	£0	£0	£0	£0	£0	£0	£0	£113
Expenses	£0	-£210	-£144	-£51	-£73	-£1,328	£0	-£495	-£574	-£2,875
Transfers from/to unrestricted funds	£0	£0	-£1,604	-£258	-£656	-£50	£0	£0	£0	-£2,568
Total movements in year	<u>£593</u>	<u>-£19</u>	<u>£0</u>	<u>-£30</u>	<u>£45</u>	<u>£17</u>	<u>£0</u>	<u>-£45</u>	<u>£766</u>	<u>£1,328</u>
Balance at 31/12/2018										
HSBC current account	£0	£0	£0	£0	£0	£0	£0	£336	£766	£1,102
CBF deposit account	£23,050	£0	£0	£0	£0	£0	£0	£0	£0	£23,050
Cash floats	£0	£65	£0	£20	£114	£341	£0	£0	£0	£540
Total Restricted Funds	<u>£23,050</u>	<u>£65</u>	<u>£0</u>	<u>£20</u>	<u>£114</u>	<u>£341</u>	<u>£0</u>	<u>£336</u>	<u>£766</u>	<u>£24,692</u>

Notes:

All Restricted Funds in St. Peter's are set out above. All the figures have been provided and confirmed by the designated organisers of the respective funds.

- A. Cornerstone Fund:** This Central Board of Finance account comprises various donations and fund-raising activities organised by the Fund-raising committee and others specifically for the "Cornerstone Project".
- B. Flower Fund:** Cash transactions only.
- C. Fund-raising committee:** Cash transactions only: various events organised, and donations made to Church funds.
- D. Sunday Coffee Fund:** Cash transactions only. Donations to Church funds less expenses.
- E. Wednesday Coffee Fund:** Cash transactions only. Donations received for refreshments and "Daphne's Cards". Subsequent donations made to church funds (£550) and "PHAB Club" (£106).
- F. Friendship Club:** Cash transactions only. Self-funded by members of the congregation for various social events. £50 donated to Church funds.
- G. Pastoral Committee:** Administered via HSBC current account. A restricted fund because of occasional specific donations received. Usually far exceeded by the fully justified expenses incurred.
- H. LIGHT service:** Administered via HSBC current account. Donations received fund the expenses incurred for transport for the disabled.
- I. Foodbox:** Donations from Bristol Diocese MU £400, Marshfield Churches £590, and Chippenham Borough Lands £350.

Independent Examiner's Report to the Trustees of St. Peter's Church, Chippenham, Parochial Church Council

Report to the trustees/members of	Charity Name ST. PETER'S CHURCH, LORDS MEAD, CHIPPENHAM WILTSHIRE, SN14 0LL	
On accounts for the year ended	3 1 1 2 1 8	Charity no (if any) 1 1 3 1 4 7 3
Set out on pages	1 - 10 (remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	<p>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. It is my responsibility to:</p> <ul style="list-style-type: none"> • 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	<p>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.</p>	
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below):</p> <p>(1) which gives me reasonable cause to believe that in, any material respect, the requirements:</p> <ul style="list-style-type: none"> • to keep accounting records in accordance with section 130 of the Charities Act; • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>	
Signed		Date 12 03 2019
Name	EDWIN MARTIN HELPS	
Relevant professional qualification(s) or body (if any)	CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY	
Address	3. PEW HILL CHIPPENHAM WILTSHIRE, SN15 1DH	