

The Ecclesiastical Parish of St. John the Baptist, Owlerton, Sheffield

Charity Number 1127215

Chairman's commentary and Annual report for the year ended 31st December 2021

The trustees present their report and financial statements for the year ended 31st December 2021.

The financial statements have been prepared in accordance with requirements of the Charities Act 2011, and comply with the charity's constitution.

Charity Objectives

The charity's objectives are:

'To proclaim and demonstrate the reality of God's Kingdom, to make disciples and lead them to become wholehearted followers of Christ'.

The trustees have the responsibility of co-operating with the incumbent, Rev. Joy French, and the staff team of the church, in promoting the mission of the church, which is pastoral, evangelistic and social. The PCC has maintenance responsibilities for the church building. New Trustees are briefed on their roles and their responsibilities, their legal obligations under charity law, the content of the constitution, the decision making process and the recent financial performance of the charity.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The Trustees are also aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The Charity provides the following activities for the benefit of the general public:

- The celebration of public worship
- The teaching of the Christian faith
- Mission and evangelism
- Pastoral work, including with the sick and bereaved.
- The provision of facilities with a Christian ethos, but open to all, for the local community, (including but not restricted to) the elderly, the young and other groups with additional needs; and
- The support of other charities in the UK and overseas

Part of the budget is allocated to supporting mission and activities beyond St. John's church. Disbursals are supervised by the Trustees. All church activities rely heavily on the contribution of volunteers, whose time, effort prayer and dedication is greatly appreciated.

OUR TRUSTEES

Rev. Joy French – Chair

Mr. Ian Rooth – Treasurer

Mrs. Jean Holt
Mr. Kevin Goodwin
Mrs. Dawn Wood
Mrs. Kathryn Drew
Mr. Malcolm Drew
Mr. Martin Lymn
Dr Jo Hopkins
Mr. Melvyn Dalley
Mrs. Katie Kerr
Mr. Michael Taylor

OUR STAFF

Rev. Joy French – Oversight Minister
Claire Keppas – Administrator
Bec Ackroyd – Families Minister and Family Works Link Worker
Amanda Pearson – Children’s Minister
Sophie Boughton – Youth and Young Adult Minister
Suzanne Morton – Winn Gardens Community Pioneer
Mark Depledge – Digital Lead
Andrea Liversidge – Family Works Programme Coordinator
Sarah Harrison – Family Works Link Worker

ELECTORAL ROLL

The electoral roll in May 2022 records 151 members. We recognise that since Covid, it has not been easy for people to register to be on the electoral roll. We currently have 214 adults registered with ChurchSuite and 97 children.

SUNDAY ATTENDANCE

Church attendance over this last year has been steadily growing. When we returned to gathering for worship in the church building in July 2021, we were conscious that there was some reticence over being gathered together in the building as church. Now, we regularly gather around 100-120 adults and 30-50 children and young people each week. We continue to offer hybrid worship each week, with our services streamed to zoom, YouTube and Facebook. There are regularly around 15-20

households in attendance on zoom, with around 40-50 engagements with each YouTube service. We are pleased to be able to offer a hybrid service, which means that people who are unable to attend in person are still able to connect with church life.

THANK YOU TO EVERYONE

The Vicar, the Wardens and the PCC wish to thank all who have contributed to the life, ministry and mission of St John's over the past year. The continued challenges of living with Covid-19 have impacted all of us profoundly, and the life of the church continues to change and develop. The willingness to innovate and the variety of gifts being exercised across the church are a real encouragement and essential to the life and ministry of St John's. Let us never take for granted the tireless efforts put in by so many people to ensure that different ministries continue to grow and thrive. The vicar is supremely grateful for the kindness, commitment and love shown by our church family.

THE BUSINESS OF THE PCC OVER THE YEAR 2021

The PCC meets on a monthly basis. The PCC has given its attention to a wide range of issues, from buildings and finance to ministry, vision and mission. During this last year, the PCC have focussed extensively on the process of setting up The Family Works – which has involved decisions around policies and procedures, the operational organisation of the project, staffing and fundraising. We have recruited and welcomed Sarah Harrison as our full-time Link Worker for The Family Works. We have recruited and welcomed Mark Depledge as our Digital Lead to oversee online communication for the church. Other PCC business has included the development of our Eco-Church Committee and subsequently, receiving our Arocha Eco-Church Bronze award. We have applied for a faculty for the continuation of our AV redevelopment scheme, and we have begun to explore how we might recommence our church redevelopment project.

FINANCE

The Trustees have given due consideration to the health, safety and financial risks they face in managing the operations of the church. Trustees believe they have in place adequate systems to monitor and control church operations at this time.

The Curate, Wardens and PCC are most grateful to our finance team for all their hard work and commitment during 2021/22. The team comprises:

Treasurer and church accounts - Ian Rooth

Book-keeping - Steve Ward

Gift Aid team - Keith Barber & Michael Ackroyd

Counting collections and banking of money - Keith Barber, Mike Ackroyd and Claire Keppas

Professional accountancy oversight - Ian Rooth & Matthew Kilner

Our part-time bookkeeper uses the Sage One online accounting system to input our financial data, enabling an ongoing analysis of trends across the year. The church has a responsibility to manage our finances carefully and with good scrutiny in place, and we are continuing to develop our finance team and accounting processes in order to respond to the organisational changes that have occurred since starting The Family Works and taking on a larger staff team.

Staff costs over the past year have increased significantly, due to a review of staff pay, the implementation of a pay increase and taking on additional staff members. This has significantly stretched our budget. We do predict an in-year budget deficit this year, but the staff team and PCC are focussed on an ambitious scheme of fundraising to make our budget sustainable in the long term. (To demonstrate our commitment to increasing our grant funding, we received £25251 in grants in 2020, and £72905 in grants in 2021) We are grateful to the Joseph Rank Trust for the receipt of our second year of grant funding of £10 000 per year over a 3-year period for our work with youth and young adults. The balance of the youth minister salary and on-costs is covered by our regular giving and commitment pledges made specifically for the support of the Youth Minister post. Our work on Winn Gardens is part-funded by Zest, and we recently received an additional £11000 in grant funding from Zest in recognition of the incredible delivery of work that Suzanne and her team have overseen on the Winn Gardens estate. Alongside this, we have also been in receipt of grant funding from a variety of sources which has enabled us to extend the scope of the food bank, and provide lockdown activity packs for households on the estate with children.

The Family Works brought in just over £43000 in 2021, from a variety of funders including the South Yorkshire Violence Reduction Unit, The Society of the Holy Child Jesus, The South Yorkshire Community Foundation, The Laing Family Trust, The Anne Milne Trust, The Well Sheffield, Sheffield Town Trust and Allchurches Trust. This funding enabled us to cover the costs of the project for the year. The project costs have increased now that we are employing two full-time members of staff and 15 volunteers. We have an ambitious programme of fundraising planned throughout 2022, and we are conscious that the project needs a high level of funding to become financially sustainable for the long term. We will continue to work towards the objective of The Family Works being fully funded in 2022 and beyond. We plan to launch a “friends of The Family Works” programme, and in future, we hope to be able to deliver some work that is funded with contract funding.

Our regular weekday ministries continue to grow and the budget to cover these activities is also met by a mix of regular contributions from the church family and grant funding. We would encourage all taxpayers to Gift Aid their giving. Gift-Aid enables us to reclaim the tax at 25p for every pound given; for January to December 2021 the money received back from the Inland Revenue will be approximately £33,600

Each year we pay into the Diocese Common Fund. This amounted to £75,000 in 2021. This supports our clergy stipendiary costs and also helps to support other smaller parishes.

For 2021, the accounts show an overspend against income of £60000 (net of capital spend of £39000 on an AV system to enable livestreaming of services, and remedial works to the church electric system). We are also looking at a significant in-year deficit in 2022. Clearly, this is not a sustainable long-term position and Joy, Ian and the finance team are working to bring in additional funding and manage budgets to ensure long term sustainable planning.

The Trustees have reviewed the reserves of the church. This review encompassed the nature of our current income and expenditure, the need to match variable income with fixed commitments and the nature of our reserves.

The review concluded that to allow the church finances to be managed effectively and to provide a buffer for the uninterrupted activities of the charity, unrestricted reserves equivalent to three months expenditure should be maintained. At 31 December 2021, the value of such reserves was £71,929

The trustees have assessed the major risks to which the charity is exposed, and are developing their plans to mitigate exposure to major risks.

The trustees acknowledge that the receipt of the money from the sale of the church hall has inflated our financial reserves since 2018, making it look as though we have significant financial reserves when in fact a proportion of these are designated towards the building project that was necessitated by selling the hall. The trustees have therefore made the decision to designate £135,000 in our accounts for the church building project, to ensure that we have the resource available to begin the planning phase of the project.

POLICIES AND PROCEDURES

The PCC reviews annually our Safe Church Policy and our Child Protection Policy. In the last year, church has also updated our Lone Working Policy and our Privacy Policy, and we have implemented a Preventing Bullying and Harassment Policy and an Inclusion Policy. The PCC has recognised the need to ensure we give due diligence to best practice - we therefore seek to maintain regular training and guidance for all those involved with children and vulnerable adults. A huge thank you to our Parish Safeguarding Officer, Paul Massey and the wider safeguarding team of Katie Kerr, Andrea Liversidge, Claire Keppas and Ken Smith, who share a particular brief to cover the care of vulnerable adults and children and the DBS process. Copies of our Safeguarding policy and our Safe Church Policy are available in church and on the church website. Copies of all other church and Family Works policies and procedures are available on request.

CHURCH BUILDING - MAINTENANCE

This year, we have worked on the church electrics to install a new circuit board and new emergency lighting in the building. We have also had significant tree surgery work in the church garden to prepare the space for the developments that will be implemented as we reflect on how to make our garden into a child-friendly, environmentally friendly, community space.

Our thanks to Mike Taylor in his role of Buildings Manager and Caretaker, and for keeping our buildings clean and in good order.

SUNDAY SERVICES

Attendance at Sunday Services has grown steadily since we re-gathered in the church building for in-person services in July 2021. We are following a rhythm of communion on the first and third Sundays of the month, with a café-style service on the second Sunday, and infant baptisms available on the fourth Sunday of the month. Since July 2021, we have baptised 10 infants, two older children and two adults. Café Church is proving popular, and creates a more informal space to worship and connect as an all-age congregation.

Our evening service has not recommenced since lockdown, and Momentum youth group currently use the worship space on a Sunday Evening.

MUSIC

We owe a huge thank you to our musicians and AV technicians. We are grateful to Josh Bradbrook who has taken on the role of worship co-ordinator, planning rotas for musicians and ensuring that we are well served across our services. We acknowledge that this has become more difficult since lockdown, as we have less people available to lead worship. We are doing our best to resource in-person worship each week, and hope to grow our worship team. We maintain a commitment to training up young musicians, and new members of the worship team are always welcome.

CHURCH BUILDING PROJECT

Conversations have recommenced between the DAC and the PCC regarding how we can redevelop our church building. The DAC are enthusiastic about supporting our redevelopment. PCC will need to compile a statement of need, and bring together a building redevelopment team. This will not be a quick process, as we will need to fundraise, seek permissions and plan the project. Our church building is being used more than ever for church activities and also by the community, and the need to create more usable space is very clear.

COMMUNITY ENGAGEMENT AND MISSION

We partnered with Sheffield Children's Hospital over the Christmas period to put charity snowflakes onto the church building. These looked wonderful, and contributed towards the overall sum of over £332000 raised for the Children's Hospital through the snowflakes. We held our first annual Snowflake Switch-On Christmas Market, and this was a huge success. We will be having the snowflakes up each year, and plan to hold another switch on market in December of this year. We continue to welcome the Steel City Choristers to use our building. Relationships with the choir are strong, and our Youth and Young Adult Minister works with the choristers each Monday evening.

DIOCESAN RELATIONSHIPS

We maintain good relationships with other churches in the Deanery, including those in our mission area, St. Polycarps, Christ Church Wadsley Bridge and Wadsley Parish Church. We have recently signed the Diocesan memorandum of understanding to become a Resourcing Church in the Diocese, which will see us exploring with Diocesan colleagues how we can become a planting church, committed to supporting congregations in other contexts.

The Trustees report was approved by the board of Trustees

A handwritten signature in black ink, appearing to read 'Joy French', written over a circular stamp or seal.

Revd Joy French

10th May 2022

**PARISH OF ST JOHN THE BAPTIST,
OWLERTON**

**2021 FINANCIAL REPORT &
STATEMENT OF ACCOUNTS**

2021 FINANCIAL REPORT SUMMARY

The following report provides the Church's 2021 Statement of Accounts followed by the examiner's report prepared by Matthew Kilner.

The Statement of Accounts are split into 4 parts:-

1. Resources received/ incoming;
2. Resources used ie Expenditure;
3. Balance Sheet Position;
4. Notes to the Balance Sheet.

The key features of the 2021 accounts are:-

- The Church overspent against income received by approximately **£60,000** in 2021.
- The overspent is accounted for by:-

*Capital and one off spend (net) of **£39,000** relating to improvements to the sound system, other audio visual work, purchase of IT equipment and urgent church re-wiring.*

*Operational overspend of **£21,000** which broadly matches the budget which was not balanced at the beginning of the year.*

- The Church's cash balances fell from £322,000 to £262,000 as a result of the above spending.
- However as the accounts are prepared on a cash basis (rather than accruals), there are future commitments of £12,700 that need to be set aside from reserves relating to unspent grant / contributions for Winn Gardens, Family Works and Food Bank.
- This means that Church reserves at the start of the year is effectively **£250,000**.

PARISH OF ST JOHN THE BAPTIST, OWLERTON

FINANCIAL STATEMENTS - YEAR ENDED 31st DECEMBER 2021

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2 INCOMING RESOURCES				
2 a) Voluntary income				
Gift aid giving	111,099	17,777	128,876	127,336
Non gift aid giving	17,046	3,004	20,050	26,680
Tax recovery from Gift aid	33,981	-	33,981	27,052
Collection Plate	520		520	2,211
	162,646	20,781	183,427	183,279
2 b) Other Voluntary Income				
Grants		72,905	72,905	25,251
Other Charitable giving		2,250	2,250	-
Food Bank		4,590	4,590	-
Social Fund		810	810	-
Miscellaneous	546	239	785	900
Building Project		1,050	1,050	600
	546	81,844	82,390	26,751
2 c) Income from Charitable & Ancillary Trading				
Church Lettings	325		325	30
Fees - Weddings & Funerals	2,410		2,410	3,386
	2,735	-	2,735	3,416
2 d) Income from Deposits				
Interest - Church	2,056	-	2,056	7,456
	2,056	-	2,056	7,456
2 e) Other income	-	-	-	-
TOTAL INCOMING RESOURCES	167,983	102,625	270,608	220,902

PARISH OF ST JOHN THE BAPTIST, OWLERTON

FINANCIAL STATEMENTS - YEAR ENDED 31st DECEMBER 2021

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
3 RESOURCES USED				
3a) Grants				
Missionary & charitable giving:-				
Overseas mission, social relief, development agencies, Home Missions, Busaries, Relief	14,302		14,302	11,582
	14,302	-	14,302	11,582
3 b) Activities directly relating to the work of the church				
Administration	13,956		13,956	9,789
Capital Expenditure	42,874		42,874	724
Childrens Work	629		629	1,205
Church Running Costs	7,896		7,896	11,473
Routine Maintenance - Church	1,741		1,741	2,078
Ministries	630		630	825
Common Fund (paid to Diocese)	75,065		75,065	75,000
Employment Costs (Staff)	61,013	64,307	125,320	87,744
Staff Expenses	4,448	679	5,127	7,498
Sunday services	7,719		7,719	4,980
Weddings / Funerals	1,580	-	1,580	-
Youth Ministry		293	293	853
Social Fund	-	570	570	-
Music/ Misc	722		722	875
Winn Gardens Outreach		18,816	18,816	5,542
Food Bank		1,870	1,870	-
Family Works Outreach		11,395	11,395	-
Church Extension Project		85	85	-
	218,273	98,015	316,288	208,586
TOTAL RESOURCES USED	232,575	98,015	330,590	220,168

NOTES TO THE FINANCIAL STATEMENTS - YEAR ENDED 31st DECEMBER 2021

		Total 2021 £
4) Staff Costs		
Salaries		125320
		2021 £
5) Debtors		
Tax Recoverable re Gift Aid		0
Prepayments per SAGE		7579
Lettings and Other Debtors		
		7579
6) Liabilities		
Other Accruals per SAGE		5290
		5290
7) Analysis of Funds		Total 2021 £
Analysis by asset		
Current Assets		270458
Current Liabilities		-5290
		265168
Analysis by fund		
Church Building Fund		135000
Restricted - Earmarkings		12731
Unrestricted / General		117437
		265168

PARISH OF ST JOHN THE BAPTIST, OWLERTON

FINANCIAL STATEMENTS - YEAR ENDED 31st DECEMBER 2021

BALANCE SHEET	Notes	2021 £	2020 £
CURRENT ASSETS			
Fixed Assets			
Debtors	5	7579	15833
Cash at Bank	7	262879	322843
		270458	338676
LIABILITIES			
Amounts falling due within one year	6	5290	5290
NET ASSETS		265168	333386
FUNDS			
Designated Reserves - Church Buildings	7	135000	135000
Restricted Reserves - Earmarkings c/f	7	12731	0
Unrestricted / General Reserves	7	117437	198386
		265168	333386

Approved by the Parochial Church Council on 10 May 2022

Chairman: Revd Joy French



Examiners Report 2021

Independent Examiner's Report of the Trustees of St John's Owlerton Church.

I report on the accounts of the church for the year ended 2021, which are set out on preceding pages.

Respective responsibilities of trustees and examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the account under section 145 of the 2011 Act
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and 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 you as 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.

Since the gross income for the year exceeds the amount provided in section 145 (3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

- 1) Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Matthew Kilner

Date: 6th May 2022

Relevant professional qualification or body: Association of Accounting Technicians
Address: 100 Crimicar Lane, Fulwood, SHEFFIELD, S10 4FE

Detail of Examination

- Checked all totals and sub totals on the final accounts.
- Reconciled the Income (Note 2) sheet to the accounting system (Sage) (please see comments below).
- Reconciled the Expenditure (Note 3) sheet to Sage
- Reconciled the Balance Sheet to Sage and to the Notes 4-7 Sheet where appropriate.
- Compared actual figures for 2021 to those of 2020. Investigated any significant increases / decreases and had two queries (See Below).
- Looked through a selection of invoices to ensure all relate to legitimate church business and specifically traced the following invoices from the invoice to the final accounts:

Creative Video Pro	5 th May 2021	£3,080.97
Bradwell Skips	15 th June 2021	£144.00
Argos Direct	15 th Dec 2021	£169.99

Queries

Notes - 2

- 2b Other Voluntary Income. £26,751 in 2020 and £82,390 in 2021
New grants received for Family Works specifically, and more grant for Winn gardens.

Notes – 3

- 3b Activities directly relating to the work of the church. £208,586 in 2020 and £316,288 in 2021
Additional spend on Family Works. One off spend on church rewiring, and audio visual equipment. Two new members of staff.