

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. JOHN THE EVANGELIST, READING

England & Wales · Charity number 1127821

Details

Other names ST JOHN'S PCC, READING

Status Registered

Legal form Previously excepted

Registered 2009-02-02

Register [View on the Charity Commission register](#)

Contact

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Website <http://www.stjohnandstephen.co.uk>

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Regular public worship, open to all. Prayer and pastoral work, including visiting the sick and bereaved. Teaching of Christianity through sermons and small groups. Promoting the whole mission of the Church through provision of activities for senior citizens, parents & toddlers, young peoples' and other groups. Supporting selected individuals and charities in the UK and overseas. Eco church.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE LOCAL
- Reading

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£180,935	£130,368	-	-
2023-12-31	£118,489	£121,447	-	-
2022-12-31	£121,887	£110,378	-	-
2021-12-31	£115,034	£99,773	-	-
2020-12-31	£113,757	£99,024	-	-

Trustees

Name	Role	Appointed
Rev CLAIRE LOUISE ALCOCK	Chair	2019-10-02
Antony Vivek Prasanna Antony		2025-05-15
Bridget Elizabeth Barwick		2019-04-01
CHARLOTTE LOUISE LAMBOURNE		2022-05-12
David Langshaw		2023-09-18
Dino Peter Jude D'Sa		2021-04-19
Donald James Barwick		2025-07-21
Donald Peter CHAMBERS		2023-05-18
Dr CHRISTOPHER PIERRE MEUNIER		
Dr RICHARD PAUL CROFT		2017-04-24
ELAINE ANN MAYNARD		2025-05-15
IAN GEORGE MAYNARD		2017-04-24
Joanne Kelly		2025-05-15
RICHARD JOHN HARWOOD		1995-04-10
Rev CHRISTINE BAINBRIDGE		2019-04-01
SELENA CLARE PETERS		2021-04-19
Susan Mary BRUCE		2023-05-18

Accounts

Financial Review

The Trustees have every confidence that the charity will meet its financial obligations when they become due.

We continue to produce our accounts on the simplified Receipts and Payments basis, and this is the first year that we have used the online financial system, 'MyFundaccounting', to record individual financial transactions and to help produce the accounts reports. We continue to 'fine tune' our 'MyFundaccounting' system, but in conjunction with a few supporting spreadsheets, our new accounting system is now much more powerful than the old complex spreadsheet based system, but is much simpler and easier to use.

During 2024 we received a legacy of just over £61K. This led to a total Receipts for the year of just over £181K (up £62.5K from 2023). However, the underlying income. (i.e. excluding the legacy). was £119.8K (up £1K from 2023). Total Payments for the year amounted to £130K (up £9K from 2023), resulting in an overall surplus for the year of just under £51K (compares to a deficit of £2.9K for 2023). However, this means that £10K of the legacy we received was used up to meet normal expenditures during the year.

The key features of the year are highlighted on TABLE 1 overleaf, with boxes around some of the main differences and numbered 1 through 4.

In summary:

1. We received a £61,260 legacy during the year, but excluding this legacy, overall Church Giving has continued to decline (down by £3.6K or 4.9%);
2. Church fees (weddings, funerals, hall lettings) were up by £3.6K, which includes a Parish Share rebate of just under £1.2K;
3. Overall Church costs and expenses were £51.8K, up £6.4K or 14%);
4. NEWT costs differed from 2023 by £1.3K, but this was simply due to the lower 2023 figure including only 3 quarterly payments;
5. These principal factors led to an overall surplus of just under £51K.

Planned Giving (before gift aid recovery, and Service Collections amounted to £55.6K (up from £53.5K in 2023). Gift aid recovery during the year was £9.7K (cf £13.4 for 2023).

Church costs have continued to increase (£2.2k in the year) due to general inflation (e.g. higher energy costs), resulting in higher, overall running costs of £27.1K. Staffing costs have increased (by £3K or 19%) mostly as a result of new costs related to our Youth worker, Livia. There was also an increase in costs (£1.2K) associated with the Church Houses.

Mission Giving remains similar to 2023 and we continue to expend around 22% of our General Fund Income. A detailed analysis of Mission Expenditure is presented in TABLE 2.

TABLE 1

Parochial Church Council of St John and St Stephen, Reading Financial year ended 31 December 2024 2024 Accounts Summary (Receipts & Payments Basis)			
<u>INCOME</u>	Total 2024	Total 2023	Diff'ce 2024-2023
Church Giving (inc Legacies)	£132,425	£74,939	£57,485 1
Church House Rent	£20,890	£20,040	£850
Hire of Church Facilities	£4,371	£5,058	(£687)
Investment Dividends + Interest	£18,698	£17,513	£1,185
Church Fees, Lunches, Rebates	£4,551	£938	£3,613 2
TOTAL INCOME	£180,935	£118,489	£62,446
<u>EXPENDITURE</u>			
Parish Share	£47,111	£44,845	£2,266
Clergy & Staffing Costs	£18,596	£15,570	£3,025
Church Running Costs	£27,096	£24,804	£2,292 3
Church House Running Costs	£6,155	£4,958	£1,197
Mission Giving & Donations	£21,309	£23,242	(£1,933)
Sub-Total Church Activities	£120,268	£113,421	£6,847
Publicity (NEWT)	£4,863	£3,532	£1,331 4
Accounts Authorisation	£870	£720	£150
Equipment & Bank Charges	£4,368	£3,775	£593
TOTAL EXPENDITURE	£130,368	£121,447	£8,921
INCOME LESS EXPENDITURE	£50,567	(£2,958)	£53,524 5

NOTES:

1. Includes a £61,260 legacy; Net giving declined by £3.6K (4.9%)
2. Significant increase in Church Fees & Lunches (£1.2K due to P. Share rebate)
3. Church costs and expenses have increased by c.14%
4. NEWT costs for 2023 reflect only 3 quarters
5. Results in a £51K surplus for the year **after using up £10K of Legacy**

TABLE 2

Parochial Church Council of St John and St Stephen, Reading				
ANALYSIS OF MISSION EXPENDITURE				
	2024	2023	2022	2021
	£	£	£	£
Home Mission				
A Rocha	£500	£550	£500	£500
Christian Aid	£2,000	£3,125	£2,000	£2,400
Christian Aid Ukraine appeal (match funding)	-	-	£393	-
Christian Aid East Africa famine appeal	-	-	£729	-
Christian Aid - Quiz Night	-	£1,810	-	-
Christians Against Poverty (CAP)	£400	£400	£600	£600
Church Missionary Society (CMS)	£2,000	£2,000	£2,000	£2,000
Circles UK	£1,000	£500	£1,000	£1,000
Churches in Reading Drop-In Centre (CIRDIC)	£500	-	-	-
CTEER Schools Project (RE-Inspired)	£1,000	£1,000	£550	£500
Communicare Trust	£5,000	£5,000	£5,000	£5,000
Disasters Emergency Committee Pakistan floods appeal	-	-	£728	-
FAITH (ReadiFood)	£2,000	£2,000	£2,000	£2,000
Hope into Action	£1,000	-	-	-
International Nepal Fellowship	£1,000	£1,500	£2,000	£2,000
LAMB Healthcare Foundation (Bangladesh)	£1,000	£1,000	£1,000	£1,000
Novi Most	-	-	£250	-
Reading Refugee Support Group	£500	£500	£500	£500
Reading University Christian Union	£400	-	-	-
St John's School Projects	-	-	-	£400
The Leprosy Mission (match funding in 2021)	-	-	£250	£720
World Land Trust / Green Christian	£500	£500	£500	£500
Total Home Mission	£18,800	£19,885	£20,000	£19,120
Other Mission Giving & Donations				
A Rocha	£102	-	-	-
Cancer Research UK (June Russell Memorial)	-	-	-	£70
Care4Calais (Enthuse)	-	-	£161	-
Christian Aid	-	-	£1,556	£285
Christian Aid Ukraine appeal	-	-	£438	-
Christian Aid - Chorate concert	-	£540	£338	-
1 Christian Aid - Mid East Crisis Appeal	£1,510	£445	-	-
2 Christian Aid - Xmas Appeal	£439	-	-	-
Church Missionary Society (Joel & Fiona Kelling appeal) *	-	-	-	£570
Churches in Reading Drop-In Centre (CIRDIC)	£584	-	-	-
Communicare (Church Lunch Proceeds)	-	£71	-	-
Contact Centre (Church Lunch proceeds)	-	£181	-	-
Disasters Emergency Committee Ukraine appeal	-	-	£386	-
FAITH (ReadiFood)	£567	-	-	-
3 Hope Into Action	£123	£1,000	£430	£173
Kishore Prasanna appeal	-	-	£318	-
ODBF (Bishop's Outreach Fund)	-	£75	-	-
Reading Refugee Support Group (Gas Tower Exhibition)	-	-	£50	£200
Ripple Effect - Church Lunch Proceeds	-	£157	-	-
St John's School (Bibles for School Leavers)	£849	£857	£1,022	£474
Simeon's Trustees *	-	-	-	£200
Tearfund	£265	-	-	-
The Leprosy Mission	-	-	-	£914
4 Other (incl. Parish Relief) **	£20	£31	£19	£17
Total Other Outward Giving	£4,458	£3,357	£4,717	£2,903
TOTAL Mission Expenditure	£23,258	£23,242	£24,717	£22,023
* ex General Fund 2021 (£250 re Kellings' appeal)				
** 2024 amount paid from Petty Cash				

Notes:

- 1 Agency collection - Christian Aid
- 2 Agency Collection - Christian Aid
- 3 Hope in Action Purchases for House
- 4 Paid out of Petty Cash

As concerns our longer term investments and associated dividend payments, the Total Capital value of our investment funds increased from £624.4K in 2023 to £639.1K in 2021, a small increase of 2.4%. A summary of the Church Investments is given in TABLE 3.

TABLE 3

Parochial Church Council of St John and St Stephen, Reading					
Notes to the Financial Statements for the year ended 31 December 2024					
INVESTMENTS - DIVIDEND PAYMENTS & FUND VALUES					
	DIVIDEND INCOME			FUND VALUE	
	2024	2023	Ch Fund	2024	2023
x CBFIF - Churches Expenses Fund	£69	£68	General	£2,544	£2,487
x CBFIF - Curacy Endowment	£1,758	£1,731	Curacy	£64,794	£63,344
x CBFIF - Benefice Endowment	£98	£97	General	£3,611	£3,531
x CBFIF - Princes St Mission Rooms	£4,812	£4,739	General	£177,328	£173,360
x COIF - Princess St Mission Rooms	£618	£607	General	£21,802	£21,220
Sub-Total Endowment Funds	£7,356	£7,242		£270,079	£263,941
xxx CBFIF - Arthur Clark Legacy	£2,141	£2,109	General	£78,908	£77,142
xxx CBFIF - Marjorie Wilkinson Bequest	£5,945	£5,854	General	£219,053	£214,152
xxx COIF - PCC Benefice & General Funds	£1,920	£1,883	General	£67,667	£65,812
xxx COIF - PCC Curacy Fund	£66	£67	General	£2,417	£2,349
Sub-Total Unrestricted Investment Funds	£10,072	£9,912		£368,045	£359,455
Reading Hydro Project	-	-	General	£980	£1,000
TOTAL DIVIDEND PAYMENTS & FUND VALUES	£17,428	£17,154		£639,104	£624,396
	1.6% increase			2.4% increase	
x Endowment funds (Held in perpetuity)					
xxx Unrestricted expendable funds					

The Church investments are held through the CCLA, who manages its funds in accordance with the policies of the Church of England's Ethical Advisory Group. The funds we have hold shares in the CBF Church of England Investment Fund (CBFIF) and the COIF Charities Investment Fund, a so-called common investment fund. We have 2 types of funds – unrestricted and restricted funds.

The Endowments are investments that we cannot sell, but we do benefit from the quarterly dividends. The Unrestricted Investment Funds also provide a regular stream of quarterly dividends. These Unrestricted funds are expendable and the Church could, for example, sell some, (or all), of the shares in these funds to raise money for a Church project. In doing so however, we would lose any future dividends that would otherwise accrue from the shares sold. With the exception of the Curacy Endowment, where dividends are directed to the Curacy fund, all other dividends are directed to the General Fund for general use by the Church. Our dividend payments during the year amounted to £17.4K, an increase of 1.6% over the 2023 level of £17.1K.

At the end 2024, the total cash at bank and in hand, (i.e. excluding Agency Fund Collections related to Christian Aid), was £70.9K.

Bridget Barwick & Alan Denny

P Parochial Church Council of St John and St Stephen, Reading
Financial Review for the year ended 31 December 2024

Trustees' Responsibilities

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.

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which presents a true and fair view of the state of affairs of the Charity and of the surplus of the Charity for that period. In preparing those financial statements the trustees are required to:

- i) Select suitable accounting policies and apply them consistently;
- ii) Make judgements and estimates that are reasonable and prudent;
- iii) Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity. 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.

Approved by the Trustees on 24th March, 2025

Signed on their behalf by Trustee:

A handwritten signature in dark ink, appearing to read 'Claire Alcock', with a long horizontal flourish extending to the right.

Name: Revd. Claire Alcock (Chair of PCC)

THE PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST STEPHEN, READING

**INDEPENDENT EXAMINER'S REPORT ON
THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2024**

I report to the trustees/ members of The Parochial Church Council of St John and St Stephen, Reading on the accounts for the year ended 31st December 2024 which are set out on the following pages.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

1. examine the accounts under section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
3. state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention (other than that disclosed below)

1. which give me reasonable cause to believe that in any material respect the requirements
 - a) to keep accounting records in accordance with s.130 of the 2011 Act; or
 - b) to prepare accounts which accord with these accounting records 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.

Signed: *Rachel Belshaw*

Dated: *8 May 2025*

Rachel Belshaw, MA ACA CTA

Hill Top Accounting Ltd
Hill Cottage, Church Lane
Ufton Nervet
Reading, RG7 4HQ

DISCLOSURE

The accounts show a minor difference of £18.45 between the cash at bank at 31 December 2023 and 1 January 2024.

RECEIPTS & PAYMENTS ACCOUNTS STATEMENTS

ACCOUNTING POLICIES

The Financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards. In preparing the financial statements the PCC follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2015).

The financial statements have been prepared under the historical cost basis of accounting in accordance with the Charities Act 2011 and in accordance with applicable accounting standards, except for the valuation of investment assets, which 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.

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners and they meet the appropriate legal requirements.

Funds

General funds represent funds of the PCC that are not subject to any restrictions regarding their use, and are available for the general purposes of the PCC. Funds designated for a particular purpose may also be unrestricted.

Income & Endowments

Voluntary income and capital sources

Donations and collections are recognised when received by or on behalf of the PCC. Planned giving, is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donations are received. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its receipt by the PCC is reasonably certain.

Activities for generating funds

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

Income from investments

Dividends and interest are accounted for when received. Such payments are received without deduction of income tax.

Income from church activities

Income and expenditure relating to various church activities are accounted for gross.

Gains and losses on investments

Realised gains or losses are recognised when the investments are sold. Unrealised gains or losses are accounted for on revaluation at market value, as at 31st December (or nearest date available).

Expenditure

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

Church activities

The Diocesan parish share is accounted for when paid.

Fixed Assets

Church Centre and Church House The value shown in the balance sheet for the Church Centre and for nos. 1 and 2 Church House is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009. This does not include the value of the land which was exchanged with Reading Borough Council for that previously occupied by the former St. Stephen's Church in accordance with an agreement with the PCC dated 30/11/1976. No valuation of the property is carried out, but the PCC is of the opinion that the open market value is not materially less than the balance sheet value.

No value is placed on movable church furnishings. All expenditure incurred on buildings, furniture and fittings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities, unless separately disclosed.

Current Assets Amounts owing to the PCC as at 31st December in respect of Gift Aid reclaims, fees, rents or other income are shown as debtors less provision for amounts which may prove uncollectable. Short Term deposits include any loans currently held.

Investment Policy

The PCC's policy is: (a) to invest endowment funds and other major legacies in dividend-bearing shareholdings, principally those of the CCLA Central Board of Finance of the C. of E. Investment Fund; (b) to invest other surplus funds in dividend-bearing shareholdings of the CCLA COIF Charities Ethical Investment Fund; (c) to invest selectively in local projects with a strong community interest; and (d) to hold other day-to-day funds in a charity bank account.

Reserves Policy

The PCC relies substantially on the regular inflow of donation, letting and Gift Aid tax recovery income to meet day-to-day commitments. It endeavours to hold sufficient cash reserves to meet at least two months' gross running costs.

FINANCIAL STATEMENT

Parochial Church Council of St John and St Stephen, Reading Financial Statement for the Year Ended 31 December 2024 Receipts and Payment Accounts

	Note	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Total 2024	Total 2023
RECEIPTS						
Voluntary receipts:						
Planned Giving		£53,839.16	-	-	£53,839.16	£52,120.79
Collections at Services		£1,793.40	-	-	£1,793.40	£1,406.63
All other Giving / Voluntary Receipts		£65,487.40	-	£1,648.07	£67,135.47	£7,972.90
Gift Aid Recovered		£9,656.75	-	-	£9,656.75	£13,439.17
		£130,776.71	-	£1,648.07	£132,424.78	£74,939.49
Activities for Generating Funds						
		-	-	-	-	-
Investment Income	1	£13,545.91	£24,855.98	£1,186.18	£39,588.07	£42,461.35
Church Activities	2	£6,580.02	£4.95	-	£6,584.97	£1,088.45
Other Receipts		£1,155.03	-	£1,182.11	£2,337.14	-
TOTAL RECEIPTS		£152,057.67	£24,860.93	£4,016.36	£180,934.96	£118,489.29
PAYMENTS						
Church activities:						
Parish Share		£47,111.13	-	-	£47,111.13	£44,845.41
Clergy and Staffing Costs	3	£16,119.20	£2,476.60	-	£18,595.80	£15,570.36
Church Running Expenses	4	£26,754.79	£301.67	£40.00	£27,096.46	£24,804.08
Church Houses Expenses		-	£6,155.22	-	£6,155.22	£4,958.48
Mission giving and donations		-	£18,820.00	£2,489.16	£21,309.16	£23,242.28
		£89,985.12	£27,753.49	£2,529.16	£120,267.77	£113,420.61
Costs of generating funds	5	£4,863.00	-	-	£4,863.00	£3,532.00
Governance Costs	6	£870.00	-	-	£870.00	£720.00
Other Payments	7	£2,623.64	£271.16	£1,472.87	£4,367.67	£3,774.61
TOTAL PAYMENTS		£98,341.76	£28,024.65	£4,002.03	£130,368.44	£121,447.22
Excess of Receipts over payments		£53,715.91	(£3,163.72)	£14.33	£50,566.52	(£2,957.93)
Transfers between funds		(£19,037.83)	£19,037.83	-	-	-
		£34,678.08	£15,874.11	£14.33	£50,566.52	(£2,957.93)
Cash at bank and in hand at 1 Jan		£19,957.29	-	£418.40	£20,375.69	£23,352.07
Cash at bank and in hand at 31 Dec	8	£70,576.81	-	£365.40	£70,942.21	£20,394.14

- Notes:
- 1 Includes Dividend Income, Church House Rent and Church Facilities hire
 - 2 Includes Church fees, Parish Share Rebates
 - 3 Includes Administrator wages, Clergy related costs and expenses, Hospitality costs
 - 4 Includes Church running costs, upkeep of services, maintenance
 - 5 Publicity - mainly costs of NEWT magazine
 - 6 Independent Examiner costs for 2023
 - 7 Bank & Subscription charges, Equipment purchases
 - 8 Excludes Agency Collections

ASSETS & LIABILITIES STATEMENT

Parochial Church Council of St John and St Stephen, Reading
Financial year ended 31 December 2024
Statement of Assets and Liabilities
(Receipts & Payments Basis)

	Note	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2024	Total 2023
CASH FUNDS							
Bank Accounts	1	£70,576.81	-	£365.40	-	£70,942.21	£20,394.14
Deposit Fund		-	-	-	-	-	-
		£70,576.81	-	£365.40	-	£70,942.21	£20,394.14
<u>Other Monetary Assets</u>							
Other Debtors	2	£1,260.00	-	-	-	£1,260.00	£1,366.00
Income Tax recoverable		£5,658.97	-	-	-	£5,658.97	£3,138.86
		£6,918.97	-	-	-	£6,918.97	£4,504.86
<u>Investment Assets</u>							
Inv'mt Fund Shares at Market Value	3	£287,700.38	£81,324.74	-	£270,078.92	£639,104.04	£624,396.42
Assets Retained for Church Use	4	-	-	£200,369.40	£307,650.00	£508,019.40	£508,019.40
Liabilities	5	£392.96	-	£201.76	-	£594.72	£5,708.13

- Notes:**
- 1 Includes CAF Bank Balance at 31/12/2024, plus Petty Cash & BOOM Community Bank
 - 2 Best estimate of other receipts due at year end
 - 3 COIF Shares valued at £91,885. CBFIF Shares valued at £546,238; Reading Hydro Project £980
 - 4 Endowment - Church and Church Houses; Restricted - Refectory Extension
 - 5 Includes monies owed to Vicar & Christian Aid

Approved by the Trustees on 24th March 2025 and signed on its behalf by Trustee:



Revd. Claire Alcock (Chair of PCC)

Accounts



Caring. Open. Engaged.

TRUSTEES' ANNUAL REPORT
and FINANCIAL STATEMENTS

Parochial Church Council
of the Ecclesiastical Parish of
St John the Evangelist with St Stephen,
Reading

June 2024
Registered charity number 1127821

TRUSTEES' ANNUAL REPORT

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Welcome to St Johns and St Stephens!

This annual report from the Trustees shares our progress this year on our mission priorities and our responsibilities.

If you have any questions about any of the content, or suggestions for how to improve it, please don't hesitate to let us know – in person or by email at office@stjohnandststephen.org.uk.

Our purpose

St John and St Stephen's Parochial Church Council (PCC) is a group of Trustees who work with the incumbent, the Reverend Claire Alcock, to promote the whole mission of the Church - pastoral, evangelistic, social and ecumenical - in the ecclesiastical parish.

The PCC is also responsible for the maintenance of St John and St Stephen's Church building in Orts Road, Reading, and the maintenance and letting of Church House, Orts Road, Reading. Further information about the PCC is in the Finance and Governance section.

Our mission priorities

We, the Trustees, confirm that we have considered the Charity Commission's general guidance on public benefit when reviewing our aims and objectives, and in planning future activities. We have identified five mission priorities:



Pastoral care and spiritual growth: Our Sunday worship is centred on the Holy Communion service, with good preaching, varied music, children's groups, and refreshments afterwards. We seek to go deeper in our worship via contemplation and shared prayer needs, and to be real with God and with each other. We value preaching highly and our small groups provide an opportunity to explore faith and life issues further. We aim to give everyone in church a chance to go deeper with God through existing small groups, and emerging new ones, and to work towards providing regular nurture courses where needed.



Community: We are committed to furthering the vision of St John and St Stephen's Church as we seek to serve our community in East Reading, offering a particular welcome to those who feel wounded by life. Our aim is to be a neighbourhood church, with a diverse fellowship and to develop links and relationships with new residents in the north end of our parish.



School: The Church is physically attached to St John's C of E Primary School and we enjoy a close relationship with them via assemblies and shared use of our worship space. School parents and carers regularly hang out in our weekday cafe, forging friendships and sharing day to day issues. We aim to continue to strengthen our bond with the school and to support the governance and leadership.



Families: We are seeking ways to develop our weekly Sunday youth and children's work amid changing social patterns. We aim to strengthen engagement with, and nurture of, the children and young people connected to us, and their families. We are especially interested in their faith formation and how best to support it.



Eco Church: We are an Eco Church, committed to tackling current issues of climate injustice. Our aim is to continue to pioneer and highlight green issues in our own congregational life, in our local area, and with our MPs nationally and globally. We seek to integrate prayer and social action and many of us are involved in local social projects as an active outworking of our faith in Jesus Christ, as we seek to make a difference in the world. We are exploring with our Diocese what it means to be a more Christ-like Church for the sake of the world, incorporating the three values of contemplation, compassion and courage.

Attendees at the APCM last year helped us identify a few of our collective hopes for 2023-24. They are shown below, coloured by mission priority.



Highlights 23-24



Mental health training (Ian)

Well-attended Lent Film Club –
'Something to believe in'

Community mental health day conference held at
our church



Coronation celebrations

Carols and a Good Friday service held
outdoors at Huntley Wharf

Carols at The Fisherman's Cottage

Visit to church lunch of local housing officer

Rev. Polly Falconer, Racial Justice Advisor to the
Diocese, preached and joined us for lunch after connecting with a small group who attended the
racial justice half-day course she led at St John's Caversham



Regular visits from the PCSOs to the café

Welcome sign on the church wall

Regular column in NEWT from our Sikh friend
Navjit Kaur Gill

Regular visits from Learning Development group
at Reading College, to plan new murals





School services, including Harvest, Remembrance, Christmas and Easter, plus a very successful 'International Evening', all held in church

Eco stall at school summer fair and providing refreshments for school Christmas fair

New governor recruited from the congregation

Helping organise the new school library and providing our kitchen for their cookery club



A Christingle service on Christmas Eve morning

Small but growing presence of under 18s in church, some of whom are playing monthly in the band, and two of whom are preparing for baptism

Children admitted to Holy Communion in both kinds

Time for God volunteer chosen

Celebrating three years of Forest Church



Outdoor worship and picnics through the summer

Wildflowers planted in the courtyard and a brood of ducklings

September's Creation workshops, and a new piano hanging being made

Several demo's attended and meetings with our MPs



Watched 'The Letter' and introduced new Land Management Plan and Environment Policy



We would like to thank all our volunteers who are essential to the life and mission of our church. There are nearly 20 different groups of volunteers engaged in promoting church life and community benefit, including Communicare, Hope into Action, Contact Centre, REInspired and NEWT.

SUPPORTING THE CHURCH MISSION

Worship and Prayer



There has been a small increase in the number of weekly worshippers, including a handful of teenagers. A high percentage of the congregation are, or have been, involved in spiritual nurture via one-to-one conversations with members of the ministry team, or via spiritual direction and retreats. A parish away day is planned for this summer and a new fellowship/discussion group is starting this spring to offer nourishment for those not yet in a small group.

Our Sunday worship is greatly enhanced by a combination of very skilled musicians, which include two or three young people who help at all age worship. We seek to strengthen intergenerational connections and always welcome input from our children and young people to the Sunday worship.

Rev Claire Alcock
Incumbent

Pastoral Care



The bedrock of pastoral care at St John's and St Stephen's continues to be one of mutuality and friendship. This has been strengthened by a greater awareness of safeguarding and the importance of developing a church culture of trust and openness. This year, in the termly group meetings for those most involved in pastoral care we have considered safeguarding, self-care, boundaries and the use of touch in our topics for discussion. We have also looked at how we respond to newcomers and to the challenges raised by mental health and neurodiversity.

Our informal network of support for one another includes an invitation during our Sunday intercessions to call out the names of those needing prayer.

If someone is going through a crisis or needs ongoing care an ad hoc WhatsApp support group may form around them.

Other groups, such as home groups, the parents of church children's group, the café group all have their own WhatsApp groups where members can offer mutual support.

One of our challenges in a congregation as diverse as ours is to keep alert to the variety of ways in which we might offer care. In this the existence of small groups seems particularly important.

Christine Bainbridge
Associate Priest

Electoral Roll



As at 21 April 2024 there are now 98 people on our Electoral Roll (up from 91 last year).

CHURCH BUILDINGS

St John and St Stephen's Parish Centre



Report from the Buildings & Plant Group

Richard Bainbridge (chair), Rosemary Croft, Les Pullen, Chris Bicknell and Sue Bruce.

The Buildings and Plant Group met 5 times during the year. Our remit is the care of the church and centre buildings and plant, excluding the church houses. We identify work that needs doing and with the help of Hugh and Les many of the tasks were done and where necessary engage outside contractors. Expenditure has to be approved by the Standing Committee and larger costs are referred to the PCC for approval.

A primary thread has been how we can cut the carbon footprint of the church and work towards net zero.

Up to September 2023 the chair was Hugh Fisher. Other members were Les Pullen, Rosemary Croft and Richard Bainbridge. Hugh became unwell in the later part of the year. He had been one of the moving forces, with much detailed knowledge. His death left a huge gap.

Richard Bainbridge assumed the chair from December 2023 and Chris Bicknell, with all his experience and practical skills was welcomed to the Group. Sue Bruce has also joined. It is good to have one of the wardens in the group. Rosemary Croft is secretary. Hugh did a lot of the practical work, along with Les and more recently, Chris Bicknell.

Major concerns: Church Heating and Solar Panels

The church directly controls the boiler heating the café, toilets and the side lobby. The worship area and the front lobby and offices are heated by the school's system. The school boiler that heats the worship area is nearing the end of its expected life and the advice of the Diocese is to make plans for a replacement before the boiler actually breaks down. Our energy audit suggested using an air-source heat pump for the worship area. The Buildings Group, with PCC approval is preparing a bid to the Diocesan Preparation for Net Zero fund for a grant to have a detailed survey to flesh out exactly what this scheme would need and help us decide if this would be the best choice.

Meanwhile discussions have been taking place about the possibility of the church paying for the installation of a large solar panel array on the roof of the school's new building plus appropriate batteries, for the use of the church and school. Jeremy Thake has provided the technical expertise and headed the contact with the school and now discussions are taking place with the Oxford Diocesan Schools Trust – the school's parent body.

Other items this year include:

- Installation of two new projectors and screens in the church. Much of this work was done by Alan Denny and has resulted in a great improvement in visibility of the liturgy and song words during our worship.
- Deep clean café floor,
- Wall mounted water butt in courtyard garden,

- New double-glazed door and windows from café to courtyard garden,
- Regular checks for slips, trips and falls hazards,
- Re-alignment of the side entrance door,
- Discussion whether CCTV in the church forecourt is needed,
- Many other small maintenance jobs.

Richard Bainbridge
(Chair)

1 and 2 Church House

Report from the Church House Property Committee

This committee has met three times since the last APCM meeting and consists of David and Mary Langshaw, Steve Lewis, Jeremy Thake and Ian Maynard.

It was set up to provide a wider base of expertise in dealing with the requirements of managing the two properties adjacent to the church. The Committee will provide an action plan after the APCM to bring 2 Church House to a better standard, as there is outstanding work mainly in regard to problems of mould. Initial efforts to lessen the spread of the mould are in place by providing 2 Church House with a dehumidifier but this is not a long-term solution.

The Property Committee have gained approval from the PCC to look to the possibility of employing a property manager for the two flats. This is now in progress, with approaches made in February & March 2024 to three property managers, and will be considered further at the next Property Committee meeting due to take place in April 2024.

Ian Maynard
(Chair)

Health and Safety

Report from the Health and Safety Officer

The previous year has fortunately been a quiet year from a health and safety point of view. The main consideration is still being aware of Covid. Thankfully it is not as intense as the height of the pandemic, but still requires vigilance in terms of attending church, which is why hand gel is used by clergy and lay ministers prior to communion and communion being administered by intinction.

Outside of communion, the fire extinguishers around the church are set for checking as per the set yearly examination within the next month. The checking of our electrical equipment was carried out in September 2023. The report for our Quinquennial (5-yearly) examination to ensure that the church is secure should be received by the summer of 2024. This will enable consideration of any repairs or maintenance required as a result of the report.

Both Sue Bruce and I do a “walk round” of the church every 3-4 months since the last APCM to ensure that we pick up any areas of potential dangers of any level, any discovered dangers attended

to as soon as possible. There have been no matters of any potential issues detected during these walkabouts.

As Health & Safety Officer, I liaise with the Office Manager with regard to ensuring where necessary that risk assessments are carried out when the church and or café are used by outside bodies.

Ian Maynard
Health & Safety Officer

SAFEGUARDING

Safeguarding Report for APCM 2024



Safeguarding continues to be at the heart of everything we do as a church. It ensures that St John's is a safe, caring and inclusive space for everyone, in particular our children and young people and those who are vulnerable in any way. This is directly aligned with Christ's teaching about caring for those in need and enabling everyone to enjoy life in all its fullness.

I took over the role of Parish Safeguarding Officer from Rachel Thake after last year's APCM and am very grateful for all her advice and wisdom during the handover process. She continues to work alongside me as the other named adult in our 'Responding to Domestic Abuse' policy. I also work closely with Joanna Laynesmith as parish administrator and with Claire Alcock as incumbent. Claire and I discuss any safeguarding concerns that are raised together, and seek advice from Charlotte Wilmshurst, our Diocesan Safeguarding Advisor, where required.

Over the last year, we have continued to use our safeguarding 'dashboard' to review our procedures in order to ensure compliance in all areas of church life. This includes things like risk assessments, insurance, safer recruitment, DBS checks as well as social media and use of the church building by outside groups. There is a safeguarding report at every PCC meeting and we have now reached 90% progress on our dashboard. The biggest area we have worked on is rolling out safeguarding training to everyone who has any kind of role within the church, in line with the Church of England's new requirements. Although this can seem like an additional burden placed on already busy volunteers, it helps to ensure the widest possible knowledge and understanding of safeguarding across the congregation so that we can all play our part in keeping St John's safe. There are now over 50 people who have completed at least some form of training, and we are very grateful to everyone who has engaged with this.

People can feel apprehensive when they hear the word 'safeguarding', and sadly we continue to hear distressing stories of church safeguarding failures in the news where a lack of accountability and transparency can lead to terrible abuses of power. However, all the steps that we are taking should not only provide confidence and reassurance that we will respond appropriately to any concerns, but also reduce the likelihood of anyone coming to harm.

Stephen Dilley
Safeguarding Officer

Structure, Governance and Management

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. At St John and St Stephen's the membership of the PCC consists of:

- the incumbent (our vicar),
- one designated licensed lay minister,
- churchwardens,
- members elected by those members of the congregation who are on the electoral roll of the church, and
- members co-opted to specific offices.

All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. All PCC members are required to undergo safeguarding training.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met 4 times during the year with an average level of attendance of 75%.

Sub-committees which deal with mission giving (Church Giving Advisory Group), fabric (Buildings and Plant Group) and lettings (Church House Property Committee) as well as the Standing Committee are responsible to the PCC and report back to it regularly. The PCC also receives regular reports from the Safeguarding Officer and Treasurer.

PCC members who have served at any time from 1st January 2023 until the date this report was approved are:

Incumbent (ex officio)

Revd. Claire Alcock CHAIR

Designated Licensed Minister (ex officio)

Richard Croft

Churchwardens (ex officio)

Sue Bruce

Ian Maynard

Elected Members

Term of Office ended 2023

Mary Langshaw (from May 2022)

Elaine Maynard

Les Pullen

Term of Office ends 2024

Dino D'Sa
Selena Peters
Ali Wilkinson

Term of Office ends 2025

Charlotte Lambourne
Rachel Thake
David Langshaw (PCC SECRETARY)

Term of Office ends 2026

Bridget Barwick (PCC TREASURER)
Donald Chambers
Richard Harwood

Co-opted Members

Hugh Fisher TREASURER (from May 2022 to Jan 2024)
James Counter

Elected Deanery Synod Representatives (ex officio)

Term of Office ends 2026

Joanna Laynesmith
Chris Meunier

Deanery Synod Report



We have two Deanery synod reps: Jo Laynesmith and Chris Meunier (and one vacancy). Synod meetings are now held in person but with a Zoom link for those who cannot join this.

Several major developments are pending, so it will be interesting to see what progress can be made in the coming year.

1. Green Park outreach

In the Spring of 2023, the Deanery's Mission and Pastoral Committee (which also functions as a standing committee) had recommended priorities to our Bishop of Reading for mission outreach across the town. Top of the list was the need to create a church presence amongst the large and developing new housing estates at Green Park, followed by outreach in the Town Centre where 6,000 new accommodations are being made available and Loddon Reach parish in which 12,000 new residents are expected.

So, in June, the synod was told about an outline project to provide a clergy post and resources for the Green Park outreach, which would be funded simply by increases in parish share for the other churches in the Reading deanery. There was plenty of excitement and words of support for the project, but it was concluded that the financing plan, which would have involved 6% increases in parish shares year on year for several years, was sadly not affordable, given other pressures on churches. The meeting invited the Deanery Leadership Team to bring forward alternative funding options for Green Park ministry, but they have yet to come back with these.

2. *Living in Love & Faith* initiative

The Area Dean, Revd Mike Smith, has been keeping the synod updated on the progress of developments from the *Living in Love & Faith* initiative. In Spring of 2023 the House of Bishops had published in draft a set of *Prayers of Love and Faith* designed for use in services that seek to increase LGBTQ+ inclusion but still stop short of marriage. The Dean said then that PCCs will need to find appropriate ways to determine whether they are used in parishes.

In December he noted that General Synod has agreed to trial some *Living in Love & Faith* services from March 2024, and that Deanery Synod will be asked to examine the impact of this decision in a spirit of inclusiveness and understanding some time in 2024. As of February 2024, we were still waiting for a draft set of pastoral guidance from the House of Bishops to be finalised and approved, possibly at the February General Synod of later this spring. Mike Smith said the discussion would then be sensitively held and would focus on how we flourish in disagreement.

3. Reading Deanery Youth Hub proposal

Both this year and last, when we have had a session sharing individual churches' concerns and opportunities, ministry to families, children and young people has been very high on everyone's priorities. So, there was great interest at this February's meeting when Kathryn Aboud announced to us a new youth minister apprenticeship scheme recently approved by the Bishop of Oxford.

Kathryn is the 'Berkshire Discipleship Enabler and Youth Ministry Specialist'. She has been working since last September with Bishop Olivia to realise Bishop Steven's call to put children, young people and families at the centre of a more Christ-like church. The Youth Hub is a new proposal being developed locally, focussed on our mission to young people, particularly by discerning, training, and supporting paid youth workers and youth work volunteers.

She said that less than 6% of churches in the Diocese have more than 20 children under 16, and that 42% have fewer than 5 children, so the situation is critical. She said the way forward is to pray about the situation, be intentional in planning, identify leaders and ministers with a heart for this ministry and seek National Church funding that will bring new resources into the Deanery to help parishes grow their ministry with young people. She agreed with a comment made that any apprenticeship scheme needed long-term funding for housing and salaries to achieve sustainability. Eight years was mentioned.

During the year we have also elected a leadership team, approved revised parish share allocations, supported the launch of *Citizens UK* Thames Valley hub, and heard informative presentations from Revd Polly Falconer on her role as Diocesan Racial Justice Advisor and from Katherine Shepherd who presented an overview of the origins and aims of *The Mustard Tree*.

Chris Meunier & Jo Laynesmith
(Lay Representatives)

Administrative Information

St John and St Stephen's Church is situated in Orts Road, Reading. It is part of the Diocese of Oxford within the Church of England. The correspondence address is 121-147 Orts Rd, Reading RG1 3JN email: office@stjohnandststephen.org.uk

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission with charity number 1127821.

Financial Review

This year saw the unexpected death of our long-standing Church Treasurer, Hugh Fisher. We are deeply indebted to Hugh for all of his past service to this Church, and in particular, for his work as Church Treasurer since he took over the role in July 2003. As a result of Hugh's death, it has taken some time for others to become familiar with Hugh's accounting system, and to complete the entry of remaining financial data for 2023. This has resulted in a delay in preparing the 2023 accounts.

During the course of taking over Hugh's account work, a decision was taken to simplify the way we compile our annual accounts. As we are a small Church, with a gross income of less than £250,000 per annum, the Church of England recommend the submission of accounts on a Receipts and Payments basis. This cash-book based approach is much simpler to manage, and the associated annual reporting requirements are much less, than the accruals-based reporting approach we have used in the past. There are only 2 main financial statements required, and there is no longer need to produce a balance sheet and other detailed financial information for submission to the Diocese.

The Trustees have every confidence that the charity will meet its financial obligations when they become due.

A Review of the 2023 Accounts

Note: In all of the TABLES and Schedules presented in this Review, the 2022 results (which were originally prepared on an accruals accounting basis), have been adjusted to remove the prepayments and accruals to convert them to a Receipts and Payments basis to provide a reasonable basis for comparison with 2023.

Total Income for the year was just over £118K (down £8K from 2022), and Total Expenditure was just over £121K (up £16K from 2022), resulting in a deficit for the year of £2.9K (down from £21.1K in 2022, a difference of £24K). The key features of the year are highlighted on TABLE 1 overleaf, with boxes around some of the main differences and numbered 1 through 4.

In summary:

1. Overall Church giving has declined by 10% (down by over £8K)
2. Church costs and expenses have increased by around 13% (up £14K)
3. We spent just over £3K on new, overhead projectors and screens
4. These principal factors led to an overall deficit in excess of £2.9K.

The reduction in Church Giving is, in part, due to a delay in the recovery from HMRC of just over £3K of gift aid tax, and in 2022 the Church also received a one-off legacy of £4.3K

Church costs have increased in part due to general inflation (e.g. higher energy costs), which has resulted in higher running costs. In addition, staffing costs also increased when we recruited our current Parish Centre Manager, who replaced our previous Administrator at the end of 2022.

Mission Giving remains similar to 2022 and we continue to expend around 22% of our General Fund Income. A detailed analysis of Mission Expenditure is presented in TABLE 2 overleaf.

TABLE 1

Parochial Church Council of St John and St Stephen, Reading Financial year ended 31 December 2023 2023 Accounts Summary (Receipts & Payments Basis)			
<u>INCOME</u>	Total 2023	Total * 2022 (Restated)	Diff'ce 2023-2022
Church Giving	£74,939	£83,267	(£8,328) 1
Church House Rent	£20,040	£20,940	(£900)
Hire of Church Facilities	£5,058	£2,682	£2,376
Investment Dividends + Interest	£17,513	£16,725	£788
Church Fees / P. Share Rebates	£938	£2,652	(£1,714)
TOTAL INCOME	£118,489	£126,266	(£7,777)
<u>EXPENDITURE</u>			
Parish Share	£44,845	£43,964	£881
Clergy & Staffing Costs	£15,570	£9,207	£6,363
Church Running Costs	£24,804	£18,622	£6,182
Church House Running Costs	£4,958	£3,393	£1,565
Mission Giving & Donations	£23,242	£24,717	(£1,475)
Sub-Total Church Activities	£113,421	£99,903	£13,517
Publicity (NEWT)	£3,532	£4,805	(£1,273)
Accounts Authorisation	£720	£60	£660
Equipment & Bank Charges	£3,775	£398	£3,377
TOTAL EXPENDITURE	£121,447	£105,166	£16,281
INCOME LESS EXPENDITURE	(£2,958)	£21,100	(£24,058) 4

* Totals 2022 are indicative having been converted from accrual accounts

NOTES:

1. Overall Church giving has declined by 10%
2. Church costs and expenses have increased by c. 13%
3. Largely due to the cost of the new overhead projectors
4. Leads to an overall deficit of £2.9K

Parochial Church Council of St John and St Stephen, Reading
Financial Review for the year ended 31 December 2023

TABLE 2

Parochial Church Council of St John and St Stephen, Reading ANALYSIS OF MISSION EXPENDITURE			
	2023	2022	2021
	£	£	£
<u>Home Mission</u>			
A Rocha	£550	£500	£500
Christian Aid	£3,125	£2,000	£2,400
Christian Aid Ukraine appeal (match funding)	-	£393	-
Christian Aid East Africa famine appeal	-	£729	-
Christian Aid - Quiz Night	£1,810	-	-
Christians Against Poverty (CAP)	£400	£600	£600
Church Missionary Society (CMS)	£2,000	£2,000	£2,000
Circles UK	£500	£1,000	£1,000
CTEER Schools Project (RE-Inspired)	£1,000	£550	£500
Communicare Trust	£5,000	£5,000	£5,000
Disasters Emergency Committee Pakistan floods appeal	-	£728	-
FAITH (ReadiFood)	£2,000	£2,000	£2,000
International Nepal Fellowship	£1,500	£2,000	£2,000
LAMB Healthcare Foundation (Bangladesh)	£1,000	£1,000	£1,000
Novi Most	-	£250	-
Reading Refugee Support Group	£500	£500	£500
St John's School Projects	-	-	£400
The Leprosy Mission (match funding in 2021)	-	£250	£720
World Land Trust / Green Christian	£500	£500	£500
Total Home Mission	£19,885	£20,000	£19,120
<u>Other Mission Giving & Donations</u>			
Cancer Research UK (June Russell Memorial)	-	-	£70
Care4Calais (Enthuse)	-	£161	-
Christian Aid	-	£1,556	£285
Christian Aid Ukraine appeal	-	£438	-
Christian Aid - Chorate concert	£540	£338	-
Christian Aid - Mid East Crisis Appeal	£445	-	-
Church Missionary Society (Joel & Fiona Kelling appeal) *	-	-	£570
Communicare (Church Lunch Proceeds)	£71	-	-
Contact Centre (Church Lunch proceeds)	£181	-	-
Disasters Emergency Committee Ukraine appeal	-	£386	-
Kishore Prasanna appeal	-	£318	-
Hope Into Action	£1,000	£430	£173
ODBF (Bishop's Outreach Fund)	£75	-	-
Reading Refugee Support Group (Gas Tower Exhibition)	-	£50	£200
Ripple Effect - Church Lunch Proceeds	£157	-	-
St John's School (Bibles for School Leavers)	£857	£1,022	£474
Simeon's Trustees *	-	-	£200
The Leprosy Mission	-	-	£914
Other (incl. Parish Relief)	£31	£19	£17
Total Other Outward Giving	£3,357	£4,717	£2,903
TOTAL Mission Expenditure	£23,242	£24,717	£22,023

* ex General Fund 2021 (£250 re Kellings' appeal)

Parochial Church Council of St John and St Stephen, Reading
Financial Review for the year ended 31 December 2023

Following several years of fund value decrease, as a result of global economic factors, the value of the Church Investment funds have started to increase again. The Total Capital value of our investment funds increased from £571K in 2022 to £623.4K in 2023, an increase of 9.2%. When we add the Reading Hydro Project investment (£1K) to this amount, the end 2023 Capital Value of the Church Investment funds stood at £624.4K. A summary is given below in TABLE 3.

TABLE 3

Parochial Church Council of St John and St Stephen, Reading					
Notes to the Financial Statements for the year ended 31 December 2023					
INVESTMENTS - DIVIDEND PAYMENTS & FUND VALUES					
	DIVIDEND INCOME			FUND VALUE	
	2023	2022	Ch Fund	2023	2022
x CBFIF - Churches Expenses Fund	£68	£68	General	£2,487	£2,280
x CBFIF - Curacy Endowment	£1,731	£1,722	Curacy	£63,344	£58,070
x CBFIF - Benefice Endowment	£97	£96	General	£3,531	£3,237
x CBFIF - Princes St Mission Rooms	£4,739	£4,713	General	£173,360	£158,925
x COIF - Princess St Mission Rooms	£607	£1,347	General	£21,220	£19,309
Sub-Total Restricted Investment Funds	£7,242	£7,946		£263,941	£241,820
xxx CBFIF - Arthur Clark Legacy	£2,109	£2,097	General	£77,142	£70,719
xxx CBFIF - Marjorie Wilkinson Bequest	£5,854	£5,821	General	£214,152	£196,321
xxx COIF - PCC Benefice & General Funds	£1,883	£752	General	£65,812	£59,884
xxx COIF - PCC Curacy Fund	£67	£67	General	£2,349	£2,138
Sub-Total Unrestricted Investments Funds	£9,912	£8,737		£359,455	£329,062
TOTAL DIVIDEND PAYMENTS & FUND VALUES	£17,154	£16,683		£623,396	£570,882
	2.8% increase			9.2% increase	
x Restricted Endowment funds (Held in perpetuity)					
xxx Unrestricted expendable funds					
Note: Reading Hydro Investment of £1,000 is not included in the above					

The Church investments are held through the CCLA, who manages its funds in accordance with the policies of the Church of England's Ethical Advisory Group. The funds we have hold shares in the CBF Church of England Investment Fund (CBFIF) and the COIF Charities Investment Fund, a so-called common investment fund. We have 2 types of funds – unrestricted and restricted funds.

The Restricted Funds are endowments that we cannot sell, but we do benefit from the quarterly dividends. The Unrestricted Funds also provide a regular stream of quarterly dividends. These Unrestricted funds are expendable and the Church could, for example, sell some, (or all), of the shares in these funds to raise money for a Church project. In doing so however, we would lose any future dividends that would otherwise accrue from the shares sold. With the exception of the Curacy Endowment, where dividends are directed to the Curacy fund, all other dividends are directed to the General Fund for general use by the Church. In 2023, the overall dividend income was just over £17K, a 2.8% increase on that received in 2022.

The end 2023, cash at bank and in hand was £20.4K. The closing balance across all capital funds was £1,132.4K (including freehold land and buildings), an increase of £52.5K during the year.

Alan Denny & Bridget Barwick

Parochial Church Council of St John and St Stephen, Reading
Financial Review for the year ended 31 December 2023

Trustees' Responsibilities

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.

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which presents a true and fair view of the state of affairs of the Charity and of the surplus of the Charity for that period. In preparing those financial statements the trustees are required to:

- i) Select suitable accounting policies and apply them consistently
- ii) Make judgements and estimates that are reasonable and prudent
- iii) Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity. 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.

Approved by the Trustees on 19th June, 2024:

Signed on their behalf by Trustee:

A handwritten signature in dark ink, appearing to read 'Claire Alcock', written in a cursive style.

Name: Revd. Claire Alcock (Chair of PCC)

THE PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST STEPHEN, READING

**INDEPENDENT EXAMINER'S REPORT ON THE
ACCOUNTS FOR THE YEAR ENDED 31ST
DECEMBER 2023**

Report to the trustees/ members of The Parochial Church Council of St John and St Stephen, Reading on the accounts for the year ended 31st December 2023.

Respective responsibilities of trustees and examiner

As the charity's Trustees of The Parochial Church Council of the Ecclesiastical Parish of St John and St Stephen, Reading, you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Basis of independent examiner's statement

Having satisfied myself that the accounts of The Parochial Church Council of St John and St Stephen, Reading are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of The Parochial Church Council of St John and St Stephen, Reading as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

Signed: 

Date: 20.6.24

Kim Gomes FCIE MAAT
Independent Examiners Ltd
Unit 2
The Broadridge Business Centre
Delling Lane
Bosham
PO18 8NF

FINANCIAL STATEMENT

Parochial Church Council of St John and St Stephen, Reading Financial Statement for the Year Ended 31 December 2023 Receipts and Payment Accounts

	Note	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2023	Total 2022 (Restated)
RECEIPTS							
Voluntary receipts:							
Planned Giving		£50,328.30	£677.49	£1,115.00	-	£52,120.79	£56,013.60
Collections at Services		£1,350.08	-	£56.55	-	£1,406.63	£933.60
All other Giving / Voluntary Receipts		£5,569.98	£1,273.17	£1,129.75	-	£7,972.90	£9,227.80
Gift Aid Recovered		£13,032.12	£114.16	£292.89	-	£13,439.17	£17,092.00
		£70,280.48	£2,064.82	£2,594.19	-	£74,939.49	£83,267.00
Activities for Generating Funds							
		-	-	-	-	-	-
Investment Income	1	£18,514.51	£23,946.84	-	-	£42,461.35	£40,347.00
Church Activities	2	£1,088.45	-	-	-	£1,088.45	£2,652.00
Other Receipts		-	-	-	-	-	-
TOTAL RECEIPTS		£89,883.44	£26,011.66	£2,594.19	-	£118,489.29	£126,266.00
PAYMENTS							
Church activities:							
Parish Share		£44,845.41	-	-	-	£44,845.41	£43,964.00
Clergy and Staffing Costs	3	£15,570.36	-	-	-	£15,570.36	£9,207.00
Church Running Expenses	4	£23,659.93	£1,082.95	£61.20	-	£24,804.08	£18,622.19
Church Houses Expenses		-	£4,958.48	-	-	£4,958.48	£3,393.00
Mission giving and donations			£20,493.94	£2,748.34	-	£23,242.28	£24,717.00
		£84,075.70	£26,535.37	£2,809.54	-	£113,420.61	£99,903.19
Costs of generating funds	5	£3,532.00	-	-	-	£3,532.00	£4,805.00
Governance Costs	6	£720.00	-	-	-	£720.00	£60.00
Other Payments	7	£3,774.61	-	-	-	£3,774.61	£397.81
TOTAL PAYMENTS		£92,102.31	£26,535.37	£2,809.54	-	£121,447.22	£105,166.00
Excess of Receipts over payments		(£2,218.87)	(£523.71)	(£215.35)	-	(£2,957.93)	£21,100.00
Transfers between funds		£5,134.79	(£5,416.13)	£281.34	-	-	-
		£2,915.92	(£5,939.84)	£65.99	-	(£2,957.93)	£21,100.00
Cash at bank and in hand at 1 Jan		£22,770.79	-	£581.28	-	£23,352.07	£34,784.00
Cash at bank and in hand at 31 Dec		£19,746.87	-	£647.27	-	£20,394.14	£23,352.07

GENERAL NOTE: The 2022 Totals are indicative and have been derived from previous accruals based accounts

- Notes:
- 1 Includes Dividend Income, Church House Rent and Church Facilities hire
 - 2 Includes Church fees, Parish Share Rebates
 - 3 Includes Administrator wages, Clergy related costs and expenses, Hospitality costs
 - 4 Includes Church running costs, upkeep of services, maintenance
 - 5 Publicity - mainly costs of NEWT magazine
 - 6 Independent Examiner costs
 - 7 Bank charges and equipment purchases (e.g. new overhead projectors)

ASSETS and LIABILITIES STATEMENT

Parochial Church Council of St John and St Stephen, Reading
Financial year ended 31 December 2023
Statement of Assets and Liabilities
(Receipts & Payments Basis)

	Note	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2023	Total 2022 (Restated)
CASH FUNDS							
Bank Accounts	1	£19,746.87	-	£647.27	-	£20,394.14	£23,352.07
Deposit Fund		-	-	-	-	-	-
		£19,746.87	-	£647.27	-	£20,394.14	£23,352.07
<u>Other Monetary Assets</u>							
Other Debtors	2	£1,366.00	-	-	-	£1,366.00	£3,211.00
Income Tax recoverable		£3,138.86	-	-	-	£3,138.86	£2,302.00
		£4,504.86	-	-	-	£4,504.86	£5,513.00
<u>Investment Assets</u>							
Inv'mt Fund Shares at Market Value	3	£201,596.99	£63,344.12	-	£359,455.31	£624,396.42	£570,882.12
Assets Retained for Church Use	4	-	-	£200,369.40	£307,650.00	£508,019.40	£508,019.40
Liabilities	5	£5,249.27	-	£459.07	-	£5,708.34	£2,185.00

- Notes:**
- 1 Includes CAF Bank Balance at 31/12/2023, plus Petty Cash & BOOM Community Bank
 - 2 Includes: Church House rent and funeral services costs
 - 3 COIF Shares valued at £89,381. CBFIF Shares valued at £534,015; Reading Hydro Project £1,000
 - 4 Endowment - Church and Church Houses; Restricted - Refectory Extension.
 - 5 Includes monies owed to WPT & Christian Aid

Approved by the Trustees on 19th June 2023 and signed on its behalf by Trustee:



Revd. Claire Alcock (Chair of PCC)

RECEIPTS & PAYMENTS ACCOUNTS STATEMENTS

ACCOUNTING POLICIES

The Financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards. In preparing the financial statements the PCC follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2015).

The financial statements have been prepared under the historical cost basis of accounting in accordance with the Charities Act 2011 and in accordance with applicable accounting standards, except for the valuation of investment assets, which 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.

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners and they meet the appropriate legal requirements.

Funds

General funds represent funds of the PCC that are not subject to any restrictions regarding their use, and are available for the general purposes of the PCC. Funds designated for a particular purpose may also be unrestricted.

Income & Endowments

Voluntary income and capital sources

Donations and collections are recognised when received by or on behalf of the PCC. Planned giving, is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donations are received. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its receipt by the PCC is reasonably certain.

Activities for generating funds

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

Income from investments

Dividends and interest are accounted for when received. Such payments are received without deduction of income tax.

Income from church activities

Income and expenditure relating to various church activities are accounted for gross.

Gains and losses on investments

Realised gains or losses are recognised when the investments are sold. Unrealised gains or losses are accounted for on revaluation at market value, as at 31st December (or nearest date available).

Expenditure

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

Church activities

The Diocesan parish share is accounted for when paid.

Fixed Assets

Church Centre and Church House The value shown in the balance sheet for the Church Centre and for nos. 1 and 2 Church House is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009. This does not include the value of the land which was exchanged with Reading Borough Council for that previously occupied by the former St. Stephen's Church in accordance with an agreement with the PCC dated 30/11/1976. No valuation of the property is carried out, but the PCC is of the opinion that the open market value is not materially less than the balance sheet value.

No value is placed on movable church furnishings. All expenditure incurred on buildings, furniture and fittings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities, unless separately disclosed.

Current Assets Amounts owing to the PCC as at 31st December in respect of Gift Aid reclaims, fees, rents or other income are shown as debtors less provision for amounts which may prove uncollectable. Short Term deposits include any loans currently held.

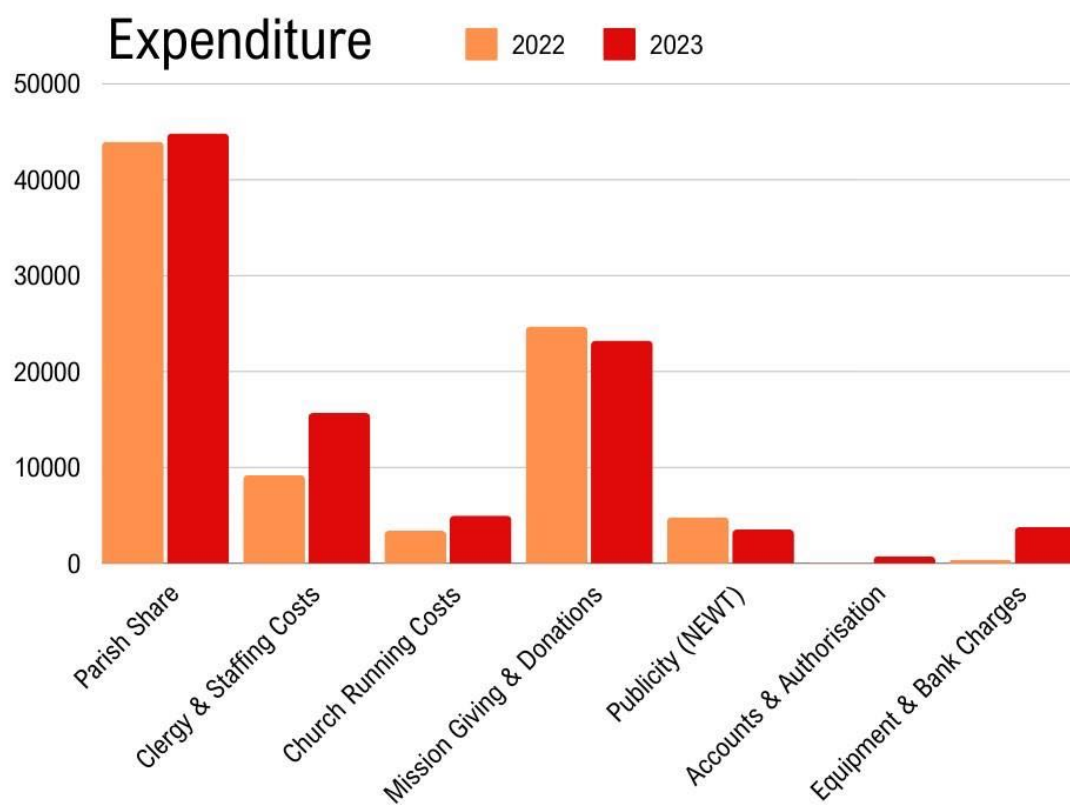
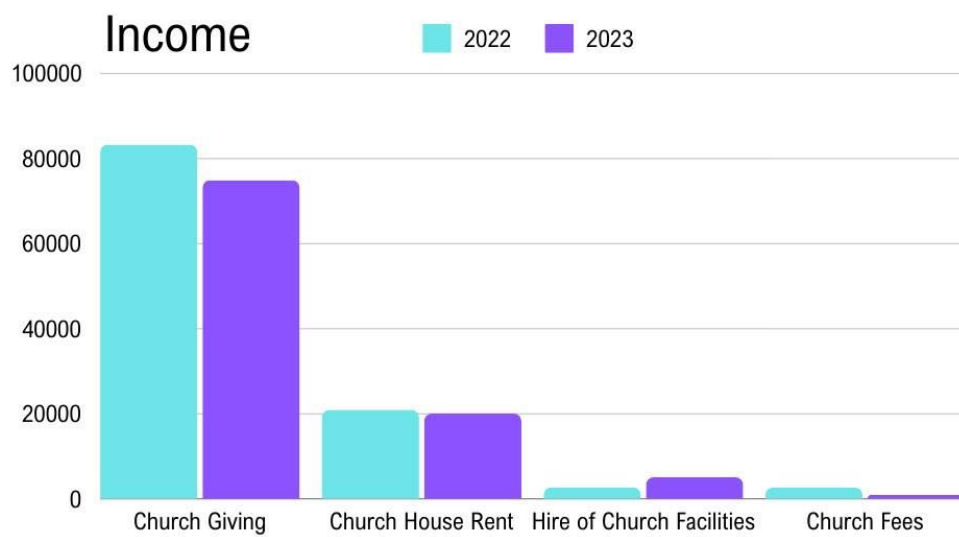
Investment Policy

The PCC's policy is: (a) to invest endowment funds and other major legacies in dividend-bearing shareholdings, principally those of the CCLA Central Board of Finance of the C. of E. Investment Fund; (b) to invest other surplus funds in dividend-bearing shareholdings of the CCLA COIF Charities Ethical Investment Fund; (c) to invest selectively in local projects with a strong community interest; and (d) to hold other day-to-day funds in a charity bank account.

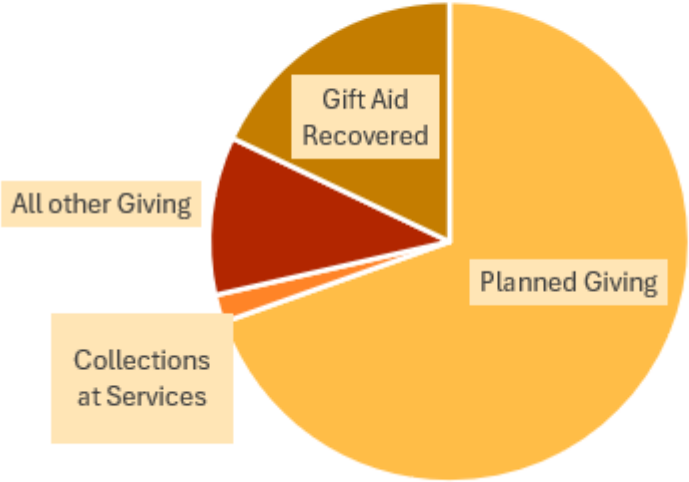
Reserves Policy

The PCC relies substantially on the regular inflow of donation, letting and Gift Aid tax recovery income to meet day-to-day commitments. It endeavours to hold sufficient cash reserves to meet at least two months' gross running costs.

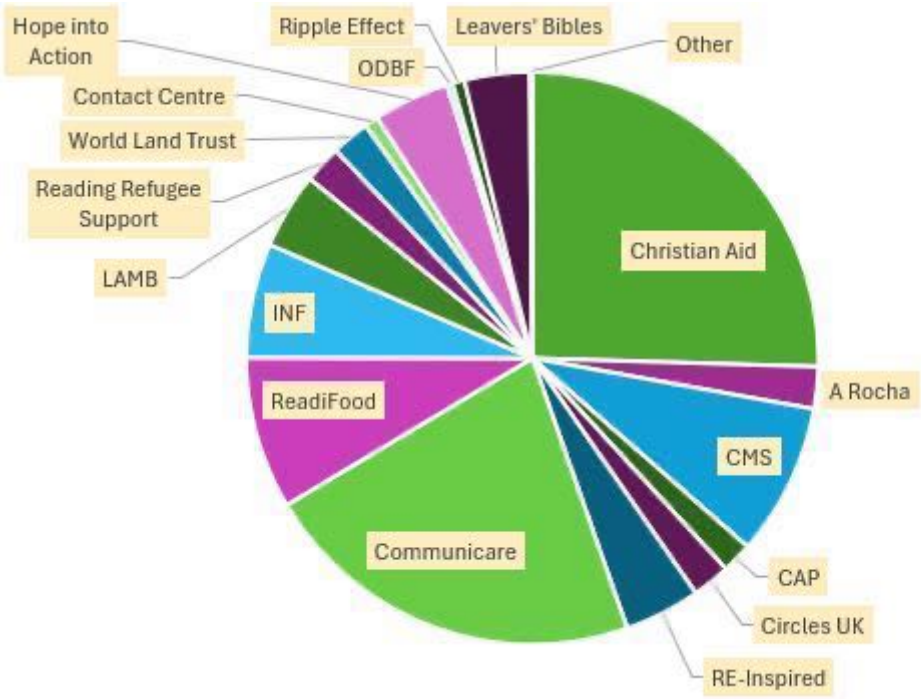
Financial Charts



Giving to Church in 2023

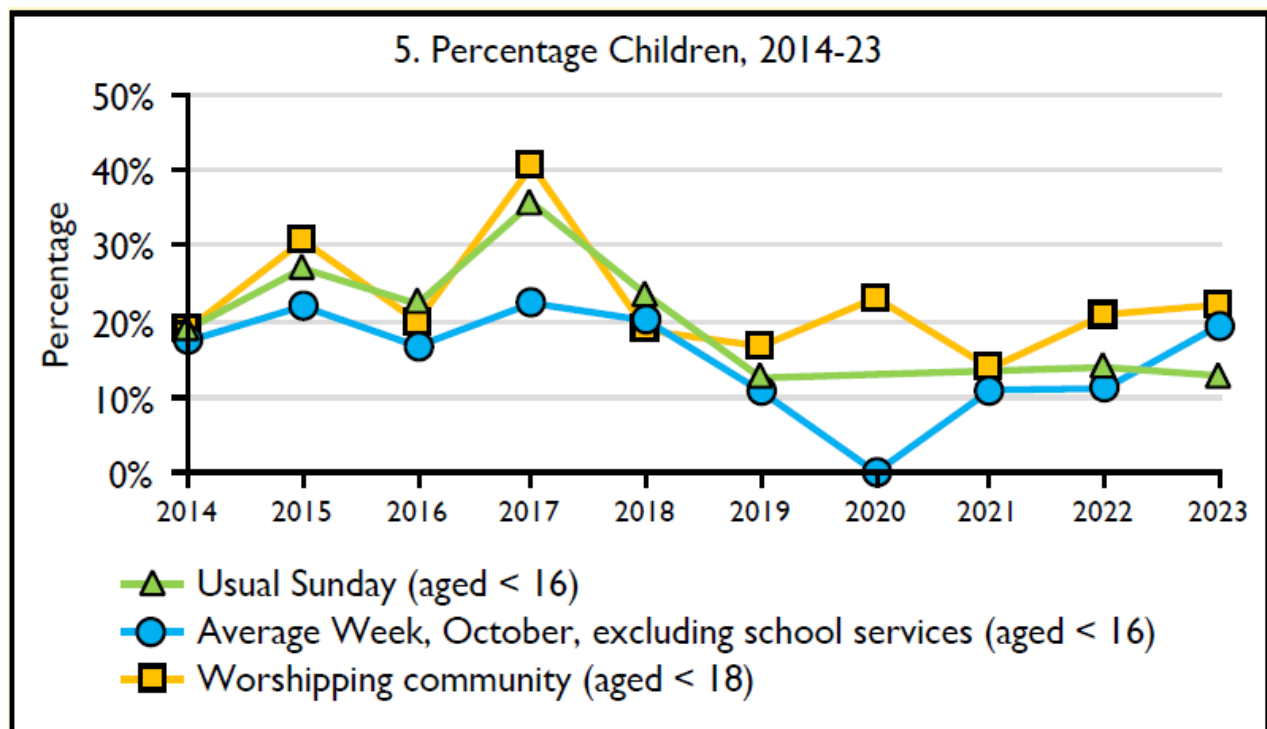
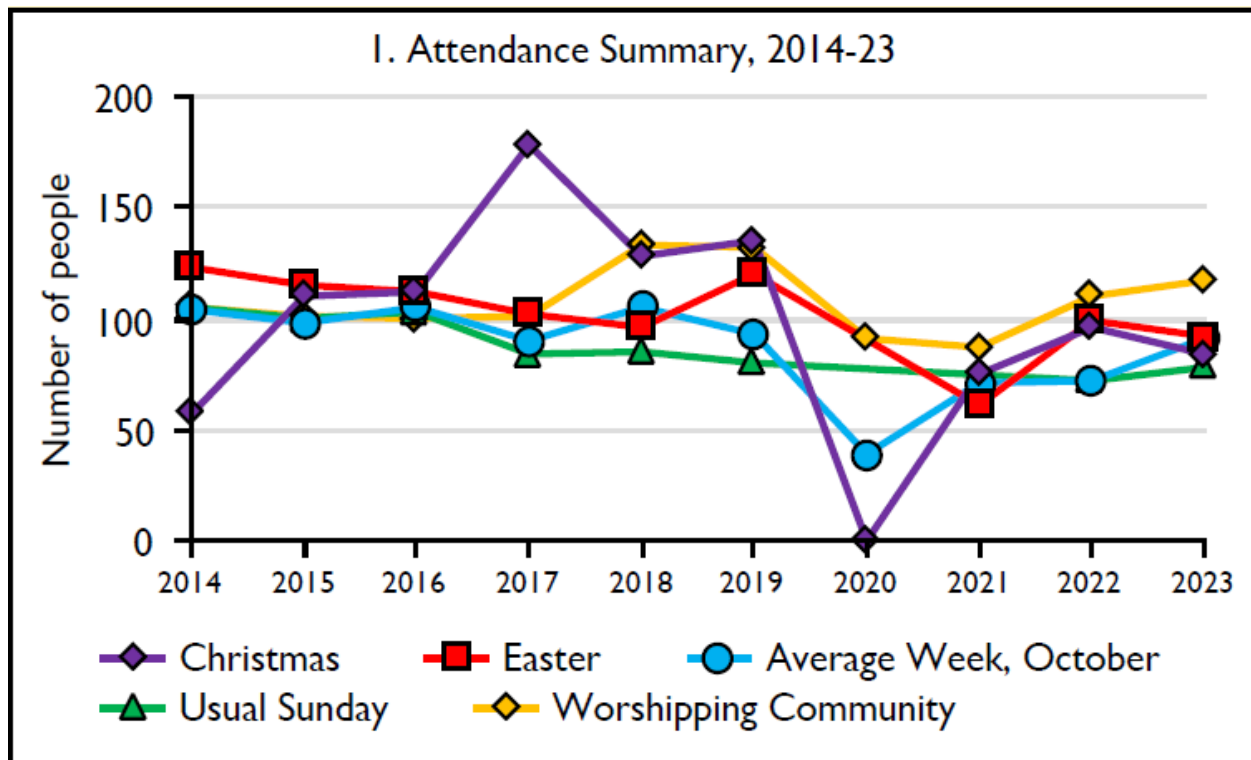


St John’s Mission Giving in 2023



Attendance Charts

(From Parish Dashboard)



Accounts



Caring. Open. Engaged.

TRUSTEES' ANNUAL REPORT
and FINANCIAL STATEMENTS

Parochial Church Council
of the Ecclesiastical Parish of
St John the Evangelist with St Stephen,
Reading

May 2023
Registered charity number 1127821

TRUSTEES' ANNUAL REPORT

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Aim and purpose

St John and St Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Claire Alcock, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St John and St Stephen's Church building in Orts Road, Reading, and the maintenance and letting of Church House, Orts Road, Reading.

Objectives and activities

The Trustees confirm that they have paid due regard to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives, and in planning future activities. As a church we have five mission priorities: community, school, pastoral care and spiritual growth, families, and Eco church.

Community: The PCC is committed to furthering the vision of St John and St Stephen's Church as we seek to serve our community in East Reading, offering a particular welcome to those who feel wounded by life. Our aim is to be more of a neighbourhood church, for our fellowship to be more diverse and to find ways to engage with the residents of the new apartments north of the Kennet.

School: The Church is physically attached to St John's C of E Primary School and we enjoy a close relationship with them via assemblies and shared use of our worship space. School parents and carers regularly hang out in our weekday cafe, forging friendships and sharing day to day issues. We aim to continue to strengthen our bond with the school and to support the governance and leadership.

Pastoral care and spiritual growth: Our Sunday worship is centred on the Holy Communion service, with good preaching, varied music, children's groups, and refreshments afterwards. We seek to go deeper in our worship via contemplation and shared prayer needs, and to be real with God and with each other. We value preaching highly and our small groups provide an opportunity to explore faith and life issues further. We aim to give everyone in church a chance to go deeper with God through existing small groups, and emerging new ones, and to work towards a culture of nurture courses that can be available to those who are exploring faith at any level.

Families: We are seeking ways to develop our weekly Sunday youth and children's work amid changing social patterns. We aim to strengthen engagement with and nurture of the children and young people connected to us, and their families, and are interested in their faith formation and how best to support it.

Eco Church: We are an Eco Church committed to tackling current issues of climate injustice. Our aim is to continue to pioneer and highlight green issues in our own congregational life, in our local area, and with our MPs nationally and globally. We seek to integrate prayer and social action and many of us are involved in local social projects as an active outworking of our faith in Jesus Christ, as we seek to make a difference in the world. We are exploring with our Diocese what it means to be a more Christ-like Church for the sake of the world, incorporating the three values of contemplation, compassion and courage.

ACHIEVEMENTS AND PERFORMANCE

Highlights



- Two joyful christenings of little ones in church
- Two renewals of wedding vows, a marriage blessing and a Golden Wedding celebration
- A service of laying on of hands with prayer for healing (July, in the morning service)
- Church House Property Committee launched to

address the upkeep of our rentals

- Prayers answered with an OFSTED “Good” for St John’s School
- Prayers of thanksgiving for the late Queen and for Jean Skuse
- Church lunches with presentations on charities we support. e.g. Hope into Action, Contact Centre & Communicare



- Goodbye to a very long-serving parish administrator and hello to a new one
- Hong Kong Welcome Course was run in June/July 2022 and again in March/April 2023 with very encouraging take up
- Forest Church happened in all weathers and numbers of children in groups increased
- REinspired back in school
- Newcomers’ meeting after church in September
- Pastoral Care team met regularly through the year

- A new small group studied The Pilgrim Course: 6 people confirmed in April (including 2 from a neighbouring parish)
- Barn Dance in aid of Amnesty International



- Lent films: “Innocence and Experience” (much debate!)

- NEWT magazine

featured in The Church Times



- Café open five mornings up to Easter (now four) with new volunteers helping run Monday’s “Kids Café” and new lunch club

- “Dust and Glory” art exhibition through Lent

- Further work towards Gold EcoChurch award (plus changing to more sustainable flowers in church)

- Church gardens looking better and better

- Providing refreshments at the School

Christmas Fair and a stall at their Summer Fair

- Numbers of families helped at Contact Centre doubled

- Donations of over £24,000 to charitable causes (page F12 below)



- Fairtrade status renewed

- Chorale concert in aid of Autism Berkshire

- Special prayers and coronation chicken lunch in honour of the new King

We would like to thank all our volunteers who are essential to the life and mission of our church.

Worship and Prayer

Our weekly attendance generally ranges between 60 and 80 persons and numbers were above this for both Mothering Sunday and our Confirmation Service in April. This year there were 92 people present for our Carol Service which is an improvement on last year although not yet back to the pre-pandemic 120. Newcomers to our worship this year have included university students and refugees from Ukraine and Hong Kong.

The Sunday children's work continues, with Godly Play and Children's Praise during the service – numbers ranging from six to twenty children. Forest church continues to be very popular, meeting either at Bulmershe Allotments or a volunteer's garden. All-Age worship continues to be held outdoors during the summer months. (We are very grateful to those who keep the front garden looking beautiful for this.) We have begun discussions about employing a Children's & Families' or Youth Worker.

We continue to hold morning prayer on Mondays and Wednesdays in term time. The Café Communion on Thursdays is occasionally replaced with Lectio Divina led by Cathy Rowan (and details of this appear on our website). Both this and the regular Wednesday morning Fireside have welcomed newcomers from among the mums who drop into the café after leaving their children at the school. Prayer and fellowship also continues in our homegroups and at Oasis (women-only group on Wednesday afternoons in church).

The monthly church lunch has been re-established which is always a good time of fellowship. We continue to be grateful to those who lead our singing and for their exceptional and wide-ranging musical talents. The recent new and brighter screens have contributed greatly to the ease of seeing the words and we are very grateful to Simon for his week-on-week management of the sound desk.

There have been two infant baptisms, four confirmations from our own congregation (and two from St Luke's), banns read for four wedding couples, two renewals of vows and a marriage blessing, but no weddings within the building. There has been one funeral and one interment of ashes at Henley Road Cemetery. In the autumn we held a morning of prayer for our local community which was very well attended and an opportunity to consider our vision going forward.

We are fortunate to have a team of regular worship leaders and preachers which includes Rev Christine Bainbridge (Associate Minister), Rev Dr Mark Laynesmith (Chaplain to the University), and our three licensed lay ministers – Hamish Bruce, Dr Richard Croft and Jeremy Thake – with valued input from Richard Harwood who currently holds an authorisation to preach.

We plan our services collaboratively and prayerfully, and the wardens and incumbent meet for prayer and business once a week.

Pastoral Care

The main model of pastoral care at St John and St Stephen's continues to be one of mutuality and friendship. People simply look out for each other.

Our home groups are places where members support and celebrate one another, with home group leaders having a particular pastoral role.

The acceptance and welcome offered by our welcomers on Sunday and those working or volunteering in our building during the week are a vital part of our pastoral care. There are of course individuals who are called to a more particular ministry in this area. These now meet as a group once a term for reflection, mutual support, and prayer. Pastoral issues that seem to have increased during the year are mental health (including experience of trauma), greater frailty amongst older members, stress around finance and housing, and the challenges faced by newcomers from other countries, especially Ukraine and Hong Kong.

This year our care even extended to a beloved cat who was visited three times daily while her owner was in a nursing home!

Christine Bainbridge
Associate Priest

Electoral Roll

Our revised electoral roll was completed on 3rd May 2023. There are 91 members on the Church Electoral Roll. 5 names were added during the year and 5 were removed: 1 due to death, 1 moved away from the Parish, 1 had stopped attending church for over 6 months and 2 had previously been included in error.

CHURCH BUILDINGS

St John and St Stephen's Parish Centre

Report from the Buildings & Plant Group

The Group, comprising Richard Bainbridge, Rosemary Croft, Hugh Fisher (chair) and Les Pullen, has met five times since the last APCM.

During the past twelve months, we have carried out or arranged:

- Illumination for the cross on the church roof.
- General maintenance, cleaning and repairs, including replacement of the café drinking water heater.
- Repair of a defective central heating pipe above the gallery ceiling (in conjunction with similar work being carried out in the School).
- Replacement of all lights in the café, lobbies and prayer room with LED equivalents.

- Replacement of the door that leads from the café into the courtyard with a double-glazed unit, which is imminent.
- Investigation of a leak in the church turret roof, but no obvious cause was identified.
- Upkeep of the forecourt garden, ably assisted by members of the church community.

We are very grateful to Alan Denny, Simon French and Les Pullen for the new improved Wi-Fi and for replacing the church projectors. Les has also assisted with numerous repair works, for which we are also grateful.

The church's last Quinquennial Inspection took place in 2019. All the major recommendations identified have been carried out. Some minor works remain to be addressed before next year's Quinquennial takes place.

The Energy Audit, which took place in 2020, has informed much of our discussion on environmental issues. We have twice investigated the relative temperatures inside and outside the church building with a thermal imaging gun to see if cavity wall insulation or double glazing of the long slit windows in the church and the single-glazed large windows in the main entrance lobby is necessary, but the results suggest that no significant improvement would be gained by such works.

Installation of solar panels, ideally on the roof of the new School building, has progressed to the point where a draft contract, drawn up by Jeremy Thake, has been submitted to the Oxford Diocesan Schools Trust. However, at the time of writing, a response from the Trust has yet to be received. The matter has been referred to the Diocesan Environmental Manager for their support and action, but this has yet to be forthcoming. Expenditure on the installation has been included in the PCC's 2023 budget.

Rosemary Croft & Hugh Fisher
Churchwarden and Treasurer

1 and 2 Church House

Report from the Church House Property Committee

Over the last two years, it has become apparent that as a church we needed to be more involved and proactive in how we look after these properties, while we receive rent from the tenants in those properties.

This has led to the recent creation of a Property Committee, which consists of five people, Mary and David Langshaw, Steve Lewis, Ian Maynard and Jeremy Thake. This Committee is beginning to find its feet and has after some differences and protracted debate amongst the PCC, in deciding how the Committee should operate, reached a consensus on the terms of reference for the Committee's operation.

In looking to keep up with the requests from both tenants, there has been work carried out on the flooring, lighting, checks on the flats' boilers, electrical installation certificates and energy performance certificates.

During the next 12 months, the Committee will be looking to address mould issues, the possibility of solar panels and other eco changes in the flats, as a link to our Church's eco status amongst other issues.

Over the last 12 months, our management has improved and we are more focussed on our responsibilities. There is a long road ahead, but it is a bright road bearing a lot of positivity which was not true even six months ago.

Ian Maynard
Churchwarden and Property Committee Chair

Health and Safety 2023

Report from the Health and Safety Officer

The 12 months or thereabouts since the last APCM has seen church services begin to return to nearly being what may be seen as normality, still being aware that Covid is an ongoing issue and the sensitivities that ride along with this.

It has seen a return to some activities which were part of church life during the week and the creation of new activities as we bade farewell to Tanya Penn and hello to Joanna Laynesmith in the role of Office Manager and Church Administrator. I would like to thank Joanna for her application in making sure that all those using the building during the week were as safe from harm as could be expected. This is especially in regard to the clear labelling of the cupboards and drawers in relation to their contents.

I would also like to take the opportunity to thank Tanya once again for her contribution and the framework which has been built on by Joanna.

The fire extinguishers have been tested and approved fit for purpose. (Our last PAT testing was in December 2021.)

A matter which will require consideration in the future is the service hatch in the café. A recent (2021) Health & Safety review of St John's Primary school which included the café as it is used from time to time by the school for cooking found that the hatch was not as potentially proficient as it should be in the role of preventing a fire getting beyond the cafe into the church. As stated, the hatch does not require an upgrade to be put in place at present but needs to be considered when any refurb of the kitchen is being considered.

Ian Maynard
Health and Safety Officer

SAFEGUARDING

Safeguarding is at the heart of everything we do at St John and St Stephen's Church and the PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016: to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. By following proper procedures, we can significantly reduce the risk of a serious safeguarding incident and create a supportive, caring community allowing us to worship and encourage each other. There have been no safeguarding incidents that need to be reported in this reporting year.

Over the past year, we have worked together to ensure that everyone in a position of trust has the appropriate training and has a valid DBS check in place, thereby ensuring that many people in the church are aware of potential pitfalls and that we are vigilant as we review existing activities and as we look to the future. Anyone who is new to a role needs to go through the 'Safer Recruitment' process that our safeguarding policy details. This means a chat with the incumbent about the role (e.g. working with children or young people), the person's suitability for the role, and the provision of a couple of character references. The details of safer recruitment, training and DBS checks are stored centrally on an excel spreadsheet that is being continuously updated.

Safeguarding is a standing item on the PCC agenda. We are using the Parish Safeguarding Dashboard to ensure Church of England guidelines are being followed and this has been useful in prompting the creation of risk assessments and checks on insurance. Our Safeguarding processes are not an end in themselves; they are designed to raise awareness of potential dangers and create a safe space which allows us all to be in community together and to serve Christ with integrity.

Thank you to everyone who has responded to my requests for action and to all who volunteer week by week. Safeguarding has relied on teamwork; special thanks to Jo Laynesmith and Rosemary Croft for their support and focus on the details of many complex issues.

Rachel Thake
Safeguarding Officer

FINANCE & GOVERNANCE

Structure, Governance and Management

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. At St John and St Stephen's the membership of the PCC consists of the incumbent (our vicar), one designated licensed lay minister, churchwardens, members elected by those members of the congregation who are on the electoral roll of the church, and members co-opted to specific offices. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. All PCC members are required to undergo safeguarding training.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met 4 times during the year with an average level of attendance of 75%. Sub-committees which deal with mission giving (Church Giving Advisory Group), fabric (Buildings and Plant Group) and lettings (Church House Property Committee) as well as the Standing Committee are responsible to the PCC and report back to it regularly. The PCC also receives regular reports from the Safeguarding Officer and Treasurer.

Financial Review

Once again it is pleasing to be able to report that the **overall position** for 2022 showed an excess of income over expenditure, this time of £11.5k. Key points to report are:

- Total income was 6% higher than in 2021;
- Expenses and outgoings were 11% higher, but sufficient funds were available to meet all outgoings;
- Grants of £24.7k were made;
- A further £25k was invested;
- The total value of funds decreased over the year due to an unrealised loss in the value of investments held, offset by the revenue account surplus of £11.5k.

Once again the PCC is grateful to God for the continued generosity of many church members, including some who have since moved away, in providing resources for the running of the church and funding for grants to our mission and other partners. There has been some reduction in the levels of giving over the year, but income from investment dividends and church lettings has increased and also a bequest was received.

The financial tables are set out on pages F1 to F12 following.

Banking. All the Church's banking is conducted through the current account held with the Charities Aid Foundation Bank, based in West Malling. A minimal amount of interest is now being paid on this account. Other non-invested funds are held with BOOM Community Bank (formerly Community Savings & Loans) and the Reading Hydro Project. The Community Bank paid a small dividend in the year. Surplus funds of £25k in the CAF account were invested in the COIF ethical investment fund, as in 2021.

Total income amounted to £121.9k, an increase of £6.9k (6%) on 2021 (see Note 2 on page F5). Within this sum, donation income of £61.9k was £1.6k (2%) less than last year. Tax-efficient donations, including those received through charitable agencies such as CAF and Stewardship, accounted for 92% of the total (94% in 2021), while £13.6k was reclaimed from HMRC (4% decrease), including tax recovery on cash donations made in the church building up to £30 under the Gift Aid Small Donations Scheme. Investment income and interest of £16.7k was £1.3k (8%) higher than 2021. Lettings (Church House and Parish Centre) and sales income of £22.8k was £3.3k (17%) higher, reflecting some increases in rent for the two let properties and considerably more lettings of the church itself. Fees and other income of £2.6k were marginally higher (2%). There was one bequest received during the year of £4.3k.

Total expenditure of £110.4k represented an increase of £10.6k (11%) over 2021 (see Note 3 on page F6), due to greater use being made of the church building during the year, thereby increasing church running costs. Parish Share payments remained the same. The majority of other expenditure comprised day-to-day running costs. All expenditure on children's and youth work (£2.1k in 2022) continued to be funded by income received on money invested from Arthur Clark's generous legacy. In accordance with the PCC's current policy, Mission giving is budgeted as 22% of the previous year's eligible General Fund income. £20.0k was distributed by this means to 15 mission partners at home and abroad, with a further £4.7k from individual donations, including £2.3k to Christian Aid, partly towards the situation in Ukraine. Full details are set out at Note 13 (page F12).

The **General Fund**, which encompasses most donation income and church running costs, opened with a balance of £2.0k. **Income** amounted to £88.6k, virtually the same as in 2021. Lower donations and tax reclaim income was offset by an equivalent increase in dividend and letting income. There were also rebates totalling £1.8k for (a) Reading Deanery churches' share payments having been made in full and on time, and (b) payment of the Parish Share by direct debit - unchanged from 2021. Total **running costs** of £80.6k were £2.4k higher than in 2021. The main increases were on cleaning (£3.6k) and utility costs (£2.4k), but there was a reduction of £2.8k on maintenance costs, due to a particularly high level of expenditure in 2021. The Parish Share, as usual, comprised the largest single item of expenditure, and amounted to £45.3k, unchanged from 2021. It was fully paid in regular instalments. There were no major maintenance projects during the year. The billing dispute with the Church's energy supplier (Ecotricity) was finally resolved and charging is now on a proper footing, although energy charges increased significantly in the latter part of the year. Gas for heating the church continues to be off-charged by the School, with no complications. The sum of £25.0k invested during the year was transferred from the General Fund, which was balanced by a further transfer of £15.0k from the Church House Letting Fund, leaving a closing balance of zero. Full details of the General Fund are set out at Note 12 (page F11). Broad analyses of General Fund income and expenditure are shown on the accompanying pie charts.

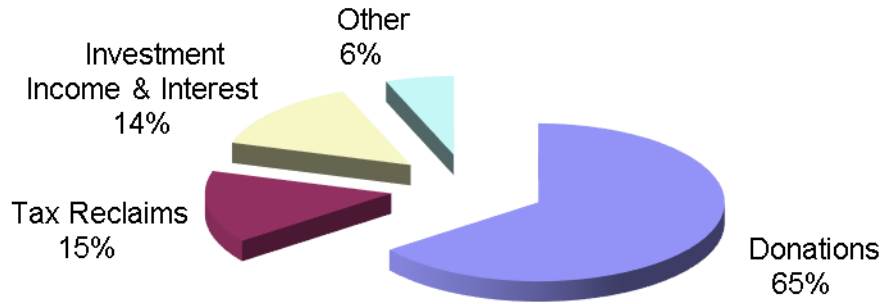
The capital value of the church's **investments** showed a significant decrease of £74.0k (12%) in the year, reflecting reductions in market values. This decrease was, in the event, very similar to the increase achieved in 2021. As noted above, a further £25k was invested in the CCLA Charities Official Ethical Investment Fund and the higher level of dividend income from both this and the similar 2021 investment has now come on stream. All investments are held through CCLA, who manages its funds in accordance with the policies of the Church of England's Ethical Advisory Group. Likewise the Charities Ethical Investment Fund is managed with reference to the UK Stewardship Code. The overall valuation at 31 December 2022 was £569.0k, of which £328.0k is unrestricted and £241.0k endowment. Full details of the investments are set out at Note 6 (page F8).

The **closing balance** across all funds stood at £1,104.7k (including freehold land and buildings), a decrease of £62.5k (5%) over 2021.

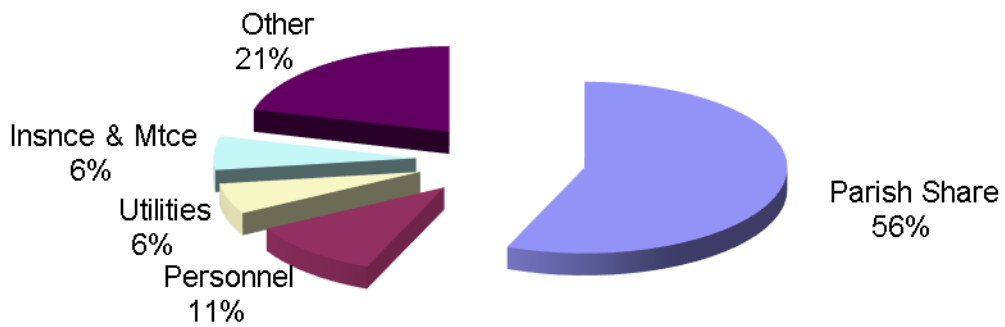
Hugh Fisher
Treasurer

The Trustees have every confidence that the charity will meet its financial obligations when they become due.

General Fund Income - 2022



General Fund Expenditure - 2022



Deanery Synod Report

We have two Deanery synod reps: Jo Laynesmith and Chris Meunier (and one vacancy). Synod meetings are now held in person but with a Zoom link for those who cannot join this.

On 22 June 2022, business opened with a report from General Synod – matters included modern slavery, racial justice, Living in Love and Faith, safeguarding, personal discipleship plans and mention of a policy regarding Diocesan responsibility for choosing new church boilers. At this Deanery synod, Jo gave a talk about EcoChurch; a motion was passed asking Diocesan/General Synod to take forward policy to make installing solar panels easier; principles for deciding arrangements for parish share were agreed; we were advised that the standing, mission and pastoral committees have been amalgamated for the Deanery as they are for the Diocese.

On 23 November we had a presentation from Citizens UK about how they help communities achieve change and agreed the Deanery would become a member. Julia Jones gave a presentation about REinspired. We were advised of a change in arrangements for LLMs and SSMs receiving fees for services and that a new Deanery website is under construction. There was a discussion about how we are dealing with increased heating costs. Jo's appointment as Deanery environment lead was announced and we were told that Reading Gateway are employing a Parish nurse. Bishop Stephen's book – *Together in Love and Faith* – was mentioned but not discussed.

On 30 March 2023, the meeting began with news about Reading Resource Hub – national funding to help areas of Reading experiencing particular growth. We heard from a new minister at Reading Gateway who has been funded through this and learnt of the impressive growth as a result of their newly employed children's and family minister, as well as the work of their Parish nurse. We were advised that at the Diocesan synod the net zero plan had been passed. An amended version of the Reading Deanery motion on solar panels had also passed along with one from Wantage Deanery encouraging the use of sustainable flowers and discouraging use of floral foam in churches. We were advised that Citizens UK's Listening Launch at Reading Minster had been well attended and people were asked to have conversations about what matters locally to feed back to this.

Jo Laynesmith and Chris Meunier

Administrative Information

St John and St Stephen's Church is situated in Orts Road, Reading. It is part of the Diocese of Oxford within the Church of England.

The correspondence address is 121-147 Orts Rd, Reading RG1 3JN

email: office@stjohnandststephen.org.uk

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission with charity number 1127821.

PCC members who have served at any time from 1st January 2022 until the date this report was approved are:

Incumbent (ex officio)

Revd. Claire Alcock CHAIR

Designated Licensed Minister (ex officio)

Richard Croft

Churchwardens (ex officio)

Rosemary Croft

Ian Maynard

Elected MembersTerm of Office ended 2022

Hugh Fisher TREASURER

Richard Harwood

Rod Jackson

Term of Office ends 2023

Jose Kennedy (to May 2022)

Mary Langshaw (from May 2022)

Elaine Maynard

Les Pullen

Term of Office ends 2024

Dino D'Sa

Selena Peters

Ali Wilkinson

Term of Office ends 2025

Charlotte Lambourne

Rachel Thake

Co-opted Members

Bridget Barwick PCC SECRETARY

Hugh Fisher TREASURER (from May 2022)

Rachel Thake SAFEGUARDING OFFICER (to May 2022, then elected from May 2022)

Elected Deanery Synod Representatives (ex officio)Term of Office ends 2023

Joanna Laynesmith

Chris Meunier

Parochial Church Council of the Ecclesiastical Parish of St John the Evangelist with St Stephen, Reading

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2022**

Report to the trustees/ members of Parochial Church Council of the Ecclesiastical Parish of St John the Evangelist with St Stephen, Reading on the accounts for the year ended 31st December 2022.

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.

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 matter has come to my attention

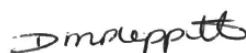
1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

Donna Leppitt
Independent Examiners Ltd
Unit 2
The Broadridge Business Centre
Delling Lane
Bosham
PO18 8NF



Date: 14th April 2023

Parochial Church Council of St John and St Stephen, Reading
Statement of Financial Activities for the year ended 31 December 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
						2022 £	2021 £
INCOME & ENDOWMENTS	2						
Voluntary income		70,520	6,490	2,747	0	79,757	77,571
Activities for generating funds		2,621	20,090	61	0	22,772	19,438
Income from investments		12,840	3,886	0	0	16,725	15,455
Income from church activities		2,632	0	0	0	2,632	2,570
TOTAL INCOME & ENDOWMENTS		88,613	30,466	2,808	0	121,887	115,034
EXPENDITURE	3						
Church activities		80,593	26,385	3,400	0	110,378	99,773
TOTAL EXPENDITURE		80,593	26,385	3,400	0	110,378	99,773
TRANSFERS	11						
Transfers between funds		14,979	(14,979)	0	0	0	0
NET INCOME & ENDOWMENTS / EXPENDITURE BEFORE OTHER RECOGNISED GAINS / LOSSES		22,999	(10,898)	(592)	0	11,509	15,261
INVESTMENT GAINS / (LOSSES)	6						
On revaluation		(41,810)	0	0	(32,164)	(73,974)	75,237
NET MOVEMENT IN FUNDS		(18,811)	(10,898)	(592)	(32,164)	(62,465)	90,498
BALANCES BROUGHT FORWARD AT 1 JANUARY		346,828	37,996	201,543	580,790	1,167,157	1,076,659
BALANCES CARRIED FORWARD AT 31 DECEMBER		328,017	27,098	200,951	548,626	1,104,692	1,167,157

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading
Balance Sheet as at 31 December 2022

		2022		2021	
	Notes	£	£	£	£
FIXED ASSETS					
<i>Tangible Fixed Assets</i>	5	508,019		508,019	
<i>Investment</i>	6	568,993		617,967	
TOTAL FIXED ASSETS			1,077,012		1,125,986
CURRENT ASSETS					
<i>Debtors and prepayments</i>	7	5,513		7,489	
<i>Cash at bank and in hand</i>	8	24,352		35,784	
TOTAL CURRENT ASSETS		29,865		43,274	
LIABILITIES					
<i>Creditors - amounts falling due in one year</i>	9	(2,185)		(2,103)	
NET CURRENT ASSETS			27,680		41,171
TOTAL ASSETS			1,104,692		1,167,157
PARISH FUNDS	10 11				
<i>Unrestricted</i>		328,017		346,828	
<i>Designated</i>		27,098		37,996	
<i>Restricted</i>		200,951		201,543	
<i>Endowment</i>		548,626		580,790	
TOTAL PARISH FUNDS			1,104,692		1,167,157

Any minor differences in totals are due to roundings.

Approved by the Parochial Church Council on 27 February 2023 and signed on its behalf by



Revd. Claire Alcock (Chair)

The notes on the pages following form part of these accounts.

Parochial Church Council of St John and St Stephen, Reading

Notes to the financial statements for the year ended 31 December 2022

1 ACCOUNTING POLICIES

The financial statements have been prepared on the accruals basis in accordance with the Church Accounting Regulations 2006 and the applicable accounting standards of the Charities 2015 Statement of Recommended Practice (FRS102), but a cashflow statement is not included as the PCC's gross income is below £500k. The Financial Reporting Standard for Smaller Entities (FRSSE) is no longer available. The detailed analysis of income and expenditure continues to reflect the particular requirements of the PCC.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

General funds 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. Funds designated for a particular purpose may also be unrestricted.

The financial statements include all transactions, assets and liabilities for which the PCC is accountable in law. They do not include accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Income & Endowments

Voluntary income and capital sources

Donations and collections are recognised when received by or on behalf of the PCC. Planned giving, is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donations are received. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its receipt by the PCC is reasonably certain.

Activities for generating funds

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

Income from investments

Dividends and interest are accounted for when receivable. Such payments are received without deduction of income tax.

Income from church activities

Income and expenditure relating to various church activities are accounted for gross.

Gains and losses on investments

Realised gains or losses are recognised when the investments are sold. Unrealised gains or losses are accounted for on revaluation at market value, as at 31st December (or nearest date available).

Expenditure

Grants

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

Church activities

The Diocesan parish share is accounted for when paid.

Fixed Assets

Church Centre and Church House

The value shown in the balance sheet for the Church Centre and for nos. 1 and 2 Church House is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009. This does not include the value of the land which was exchanged with Reading Borough Council for that previously occupied by the former St. Stephen's Church in accordance with an agreement with the PCC dated 30/11/1976. No valuation of the property is carried out, but the PCC is of the opinion that the open market value is not materially less than the balance sheet value.

No value is placed on movable church furnishings. All expenditure incurred on buildings, furniture and fittings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities, unless separately disclosed.

Current Assets

Amounts owing to the PCC as at 31st December in respect of Gift Aid reclaims, fees, rents or other income are shown as debtors less provision for amounts which may prove uncollectable. Short Term deposits include any loans currently held.

Investment Policy

The PCC's policy is: (a) to invest endowment funds and other major legacies in dividend-bearing shareholdings, principally those of the CCLA Central Board of Finance of the C. of E. Investment Fund; (b) to invest other surplus funds in dividend-bearing shareholdings of the CCLA COIF Charities Ethical Investment Fund; (c) to invest selectively in local projects with a strong community interest; and (d) to hold other day-to-day funds in a charity bank account.

Reserves Policy

The PCC relies substantially on the regular inflow of donation, letting and Gift Aid tax recovery income to meet day-to-day commitments. It endeavours to hold sufficient cash reserves to meet at least two months' gross running costs.

Parochial Church Council of St John and St Stephen, Reading **Notes to the Financial Statements for the year ended 31 December 2022**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS	
					2022 £	2021 £
2 INCOME & ENDOWMENTS						
Voluntary income						
<i>Gift Aid & GASDS donations</i>		52,833	290	1,386	54,509	56,553
<i>Tax recoverable</i>		13,163	73	346	13,582	14,138
<i>Other giving - tax efficient</i>		1,846	0	550	2,396	3,218
<i>Other giving - non-tax efficient</i>		2,678	1,817	465	4,960	3,661
<i>Grants</i>		0	0	0	0	0
<i>Legacies</i>		0	4,310	0	4,310	0
Total voluntary income		70,520	6,490	2,747	79,757	77,571
Sales and letting income						
<i>Sales income - note (a)</i>		2,621	0	61	2,682	0
<i>Letting income</i>		0	20,090	0	20,090	19,438
Total sales and letting income		2,621	20,090	61	22,772	19,438
Income from investments						
<i>Dividends and interest from investments</i>	6	12,824	3,886	0	16,710	15,438
<i>Bank interest</i>		15	0	0	15	17
Total income from investments		12,840	3,886	0	16,725	15,455
Income from church activities						
<i>Fees</i>		479	0	0	479	455
<i>Other receipts</i>		2,153	0	0	2,153	2,115
Total income from church activities		2,632	0	0	2,632	2,570
TOTAL INCOME & ENDOWMENTS		88,613	30,466	2,808	121,887	115,034

(a) Sales Restricted income comprises sales of Bible reading notes for church members.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS	
					2022 £	2021 £
3 EXPENDITURE						
Church activities						
Grants and gifts	13					
<i>Church overseas</i>		0	2,000	0	2,000	2,570
<i>Relief and development agencies</i>		0	9,158	1,888	11,046	7,889
<i>Home mission</i>		0	10,599	1,072	11,671	11,564
Total grants and gifts		0	21,757	2,960	24,717	22,023
Ministry						
<i>Diocesan parish share</i>		45,324	0	0	45,324	45,324
<i>Salary</i>	4	0	0	0	0	0
<i>Other ministry costs</i>		2,773	0	240	3,013	2,333
<i>Training and education (a)</i>		0	0	40	40	12
Total ministry		48,097	0	280	48,377	47,670
Church running and maintenance						
<i>Wages</i>	4	0	0	0	0	0
<i>Other running expenses</i>		12,213	0	0	12,213	6,293
<i>Church maintenance</i>		2,417	0	0	2,417	3,343
<i>Upkeep of services - note (b)</i>		463	0	160	623	991
<i>Other property upkeep</i>		0	3,781	0	3,781	757
<i>Major repairs (structure)</i>		0	0	0	0	0
<i>Furnishings and equipment</i>		396	0	0	396	3,693
<i>General administration</i>		4,444	0	0	4,444	1,589
<i>Bank charges</i>		81	0	0	81	96
Total church running and maintenance		20,014	3,781	160	23,955	16,762
Support costs						
<i>Church activities</i>		5,342	847	0	6,189	5,018
<i>Administration salary</i>	4	6,420	0	0	6,420	7,640
<i>Governance - examination fees</i>		720	0	0	720	660
Total support costs		12,482	847	0	13,329	13,319
Total church activities		80,593	26,385	3,400	110,378	99,773
TOTAL EXPENDITURE		80,593	26,385	3,400	110,378	99,773

(a) Training and education Restricted expenditure comprises Bible reading notes for church members.

(b) Upkeep of services Restricted expenditure comprises the Flower Fund.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2022

4 STAFF COSTS, TRUSTEE DONATIONS & EXPENSES		2022	2021
		£	£
Wages and salaries		6,276	7,639
Employer's National Insurance costs		82	2
Employer's Pension costs		62	0
Total		6,420	7,640
Trustee donations	(13 Trustees in 2022, 15 in 2021)	14,433	15,200

During the year, the PCC employed a Parish Centre Manager who earned under £60,000.
The PCC operates HM Revenue & Customs' PAYE scheme for deduction of income tax and National Insurance payments.

The Vicar received £1,888 (£1,971 in 2021) in respect of expenses incurred in carrying out her duties and 6 other Trustees received £1,611 in total (5 other Trustees received £808 in 2021). In addition Mr Leslie Pullen was engaged by the PCC on Outbuilding repairs and other minor works, for which he received £1,286 in total.
There were no other disclosable transactions, material or otherwise, in respect of Trustees, persons closely connected with them or other related parties.

5 FIXED ASSETS

(a) Tangible Fixed Assets

		Freehold land and buildings	Church equipment	Total
		£	£	£
Gross Book Value	At 1 January 2022	508,019	0	508,019
	Revaluation	0	0	0
	Additions at cost	0	0	0
	At 31 December 2022	508,019	0	508,019
Depreciation	At 1 January 2022	0	0	0
	Written off during Year	0	0	0
	Charge for year	0	0	0
	At 31 December 2022	0	0	0
Net Book Value	At 1 January 2022	508,019	0	508,019
	At 31 December 2022	508,019	0	508,019

The freehold land and buildings comprise the Parish Centre, nos. 1 & 2 Church House and the Refectory extension building (see note 1). The value shown in the balance sheet for these is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009.

The last quinquennial inspection of the church was carried out in 2019.

(b) Investments

See note 6 overleaf.

Notes to table 6A

CBFIF = Central Board of Finance of the Church of England Investment Fund.
COIF = Charities Official Investment Fund.

1. Managing Trustees are Vicar & Churchwardens (income mandated to PCC).
2. Venner Memorial and Hettie Wilkinson bequest.
3. Switched from CBFIF 1 July 2018 (£16,242.01).
4. Purchased 29 October 2015 (3,989.56 shares), 10 June 2021 (8,723.57 shares) & 9 June 2022 (8,735.15 shares).
5. Purchased 29 October 2015.
6. Purchased 29 October 2015. Includes £750 re Spencer legacy.

Parochial Church Council of St John and St Stephen, Reading
Notes to the Financial Statements for the year ended 31 December 2022

6A SCHEDULE OF INVESTMENTS - VALUATION

Fund and holding	Holding (shares) at 31 Dec 2022	Acquisition cost	Market Value at 31 Dec 2021	Purchased in year	Sold in year	Market Value at 31 Dec 2022	Gain / (Loss) in year excluding purchases & sales
		£	£	£	£	£	£
RESTRICTED ENDOWMENT FUNDS (held in perpetuity)							
Church Expenses Fund							
CBFIF Inv. Fund (1)	110.00	74	2,573	0	0	2,271	(302)
Curacy Endowment							
CBFIF Inv. Fund	2,646.00	2,449	61,881	0	0	54,629	(7,252)
CBFIF Inv. Fund (2)	156.18	1,308	3,653	0	0	3,225	(428)
Benefice Endowment							
CBFIF Inv. Fund (2)	156.18	1,308	3,653	0	0	3,225	(428)
Princes St. Mission Rooms							
COIF Ethical Inv. Fund (3)	7,049.79	642	22,028	0	0	19,293	(2,735)
CBFIF Inv. Fund	112.00	102	2,619	0	0	2,312	(307)
CBFIF Inv. Fund	7,557.00	50,163	176,733	0	0	156,021	(20,712)
RESTRICTED FUNDS - TOTAL		56,046	273,140	0	0	240,976	(32,164)
UNRESTRICTED FUNDS (expendable)							
Arthur Clark legacy							
CBFIF Inv. Fund	3,412.58	26,785	79,809	0	0	70,456	(9,353)
Marjorie Wilkinson bequest							
CBFIF Inv. Fund	9,473.52	91,887	221,554	0	0	195,589	(25,965)
PCC General fund							
COIF Ethical Inv. Fund (4)	21,448.28	57,693	39,725	25,000	0	58,697	(6,028)
PCC Curacy fund							
COIF Ethical Inv. Fund (5)	780.52	1,505	2,439	0	0	2,136	(303)
PCC Benefice fund							
COIF Ethical Inv. Fund (6)	416.10	802	1,300	0	0	1,139	(161)
UNRESTRICTED FUNDS - TOTAL		178,672	344,827	25,000	0	328,017	(41,810)
TOTAL INVESTMENTS		234,718	617,967	25,000	0	568,993	(73,974)

6B SCHEDULE OF INVESTMENTS - INCOME RECEIVED IN YEAR

Fund and holding	Inv Fund	Income Received	Beneficiary Fund
		£	
RESTRICTED ENDOWMENT FUNDS (held in perpetuity)			
Church Expenses Fund	CBFIF	68	General
Curacy Endowment	CBFIF	1,722	Des Curacy
Benefice Endowment	CBFIF	96	General
Princes St. Mission Rooms	CBFIF	1,347	General
Princes St. Mission Rooms	COIF	4,713	General
RESTRICTED FUNDS - TOTAL		7,945	
UNRESTRICTED FUNDS (expendable)			
Arthur Clark legacy	CBFIF	2,097	Des C&YW
Marjorie Wilkinson bequest	CBFIF	5,821	General
PCC General fund	COIF	716	General
PCC Curacy fund	COIF	67	Des Curacy
PCC Benefice fund	COIF	36	General
UNRESTRICTED FUNDS - TOTAL		8,737	
TOTAL INVESTMENTS		16,682	

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2022

7 DEBTORS & PREPAYMENTS

		2022 £	2021 £
Income tax recoverable - General Fund	Unrestricted	3,211	3,310
Income tax recoverable - Other Funds	Restricted	0	200
Prepayments:			
Castle Water	Unrestricted	73	37
Ecclesiastical Insurance - Church [now paid monthly]	Unrestricted	0	1,324
Ecclesiastical Insurance - Church House	Designated	424	388
Other:			
Reading Speakers' Group - 2023 bookings paid 2022	Unrestricted	(450)	0
Reading Deanery Synod - Parish Share rebate	Unrestricted	1,356	1,360
Other debtors	Unrestricted	0	20
Church House 1 rent	Designated	900	850
Total		5,513	7,489

8 CASH AT BANK AND ON HAND

	2022 £	2021 £
Balance at year-end:		
CAF Bank	12,157	23,578
	0	0
BOOM Community Bank (was Community Savings & Loans)	11,124	11,096
Reading Hydro Project	1,000	1,000
	24,281	35,674
Cash on Hand	71	110
Cash/bank suspense (awaiting banking)	0	0
Total	24,352	35,784

9 LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR

		2022 £	2021 £
Creditors:			
Ecotricity - Church electricity	Unrestricted	180	611
Ecotricity - Refectory gas	Unrestricted	123	124
Abacus Cleaning Services - church cleaning	Unrestricted	688	272
St John's School - gas	Unrestricted	342	112
Independent Examiners Ltd. - independent examination fees	Unrestricted	720	660
BTS - photocopies	Unrestricted	11	19
Clergy expenses awaiting payment	Unrestricted	86	176
Vodafone - telephone & broadband	Unrestricted	30	27
ODBF - LLM fees	Unrestricted	0	90
APCS - DBS checks	Designated	5	0
Other creditors	Restricted	0	12
Total		2,185	2,103

10 ANALYSIS OF ASSETS AND LIABILITIES

	Unrestricted £	Designated £	Restricted £	Endowment £	Total 2022 £	Total 2021 £
Balances at year-end:						
Tangible Fixed Assets	0	0	200,369	307,650	508,019	508,019
Investments	328,017	0	0	240,976	568,993	617,967
Current Assets	2,180	27,103	582	0	29,865	43,274
Current Liabilities	(2,180)	(5)	0	0	(2,185)	(2,103)
Total	328,017	27,098	200,951	548,626	1,104,692	1,167,157

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2022

11 MOVEMENT BY FUND

	Notes	Balance 1 Jan 2022 £	Income £	Expenditure £	Transfers £	Gains & (Losses) £	Balance 31 Dec 2022 £
CAPITAL FUNDS							
Endowment - freehold land & bldgs	5	307,650	0	0	0	0	307,650
Endowment - other	6	273,140	0	0	0	(32,164)	240,976
Total Endowment Funds		580,790	0	0	0	(32,164)	548,626
Unrestricted Capital Funds	6	344,827	0	0	25,000	(41,810)	328,017
Restricted Capital Funds							
Freehold land & buildings	5	200,369	0	0	0	0	200,369
Total Capital Funds		1,125,986	0	0	25,000	(73,974)	1,077,012
UNRESTRICTED FUNDS							
General	12	2,001	88,613	80,593	(10,021)	0	0
DESIGNATED FUNDS							
Children's & youth work		11,065	2,097	405	0	0	12,757
Church House letting		23,278	20,090	3,781	(34,979)	0	4,608
Church Lunches		0	1,842	1,842	0	0	1
Curacy		3,403	1,789	0	0	0	5,192
Legacies & Bequests		0	4,310	0	0	0	4,310
Mission		0	0	20,000	20,000	0	0
Parish Relief		250	0	19	0	0	231
Sundry collections & donations		0	338	338	0	0	0
Total Designated Funds		37,996	30,466	26,385	(14,979)	0	27,098
RESTRICTED FUNDS							
Flowers		568	50	160	0	0	458
Leavers' Bibles		550	569	1,022	26	0	124
Sundry collections & donations		50	2,128	2,178	0	0	0
Other minor funds		5	61	40	(26)	0	0
Total Restricted Funds		1,174	2,808	3,400	0	0	582
TOTAL Revenue Funds		41,171	121,887	110,378	(25,000)	0	27,680
TOTAL Capital and Revenue Funds		1,167,157	121,887	110,378	0	(73,974)	1,104,692

Restricted funds are wholly represented by cash reserves of the PCC. The purpose of each fund is outlined below:

Freehold land & buildings (restricted) - capitalisation of refectory building extension costs.

General - income and expenses relating to running of church.

Children's & youth work - mostly funded by income from invested capital of Arthur Clark legacy (see note 6).

Church House letting - letting income and expenses relating to nos. 1 & 2 Church House.

Church Lunches - income and expenditure relating to Sunday lunches.

Curacy - dividend income designated for possible future Curate.

Flowers - church flowers and decorations.

Leavers' Bibles - given to Year 6 children on leaving St John's School.

Legacies & Bequests - for expending at PCC's discretion.

Mission - grants to mission partners at home and abroad.

Parish Relief - used at discretion of clergy to provide assistance in cases of social need.

Sundry collections & donations - gifts for specific causes, charities or individuals not separately identified.

Other minor funds - primarily bibles/books bought by church members.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading
Notes to the Financial Statements for the year ended 31 December 2022

12 ANALYSIS OF GENERAL FUND

	2022	Comparison with 2021	
	£	£	Higher/ Lower
Opening Balance	2,001	2,001	Higher
Income			
Donations	57,356	2,772	Lower
Tax Reclaim	13,163	563	Lower
Investment Income & bank interest	12,840	1,144	Higher
Other	5,253	2,215	Higher
Total Income	88,613	24	Higher
Expenditure			
Parish Share	45,324	-	
Grants made	0	496	Lower
Publicity	4,805	500	Higher
Personnel (incl. interregnum)	8,664	652	Lower
Entertainment/hospitality	536	414	Higher
Electricity, Gas & Water	4,686	2,369	Higher
Insurance, Repairs & Maintenance	5,131	2,787	Lower
Cleaning	5,209	3,588	Higher
Other Running Costs	6,238	907	Higher
Total Expenditure	80,593	3,843	Higher
Surplus/(Shortfall) before transfers	8,020	3,819	Lower
Transfers from / (to) other funds - note (b)	(10,021)	184	Higher
Net Total	(2,001)	4,002	Lower
Closing Balance	0	2,001	Lower

Any minor differences in totals are due to roundings.

Notes

- (a) The Mission Fund is now separate from the General Fund. All money given to mission is transferred from other funds (£20,000 in 2022)..
- (b) Transfers comprise (i) £14,979 in 2022 (£8,175 in 2021), mostly from the Church House Letting Fund, in order to eliminate the General Fund shortfall; and (ii) £25,000 which was invested from the General Fund during 2022.

Parochial Church Council of St John and St Stephen, Reading
Notes to the Financial Statements for the year ended 31 December 2022

13 ANALYSIS OF OUTWARD GIVING

	2022 £	2021 £
Per Church's "Mission Giving"		
A Rocha	500	500
Christian Aid	2,000	2,400
Christian Aid Ukraine appeal (match funding)	393	-
Christian Aid East Africa famine appeal	729	-
Christians Against Poverty (CAP)	600	600
Church Missionary Society (CMS)	2,000	2,000
Circles UK	1,000	1,000
CTEER Schools Project (RE-Inspired)	550	500
Communicare Trust	5,000	5,000
Disasters Emergency Committee Pakistan floods appeal	728	-
FAITH (ReadiFood)	2,000	2,000
International Nepal Fellowship	2,000	2,000
LAMB Healthcare Foundation (Bangladesh)	1,000	1,000
Novi Most	250	-
Reading Refugee Support Group	500	500
St John's School Projects	-	400
The Leprosy Mission (match funding in 2021)	250	720
World Land Trust / Green Christian	500	500
Total "Mission Giving"	20,000	19,120
Other Outward Giving		
Cancer Research UK (June Russell Memorial)	-	70
Care4Calais (Enthuse)	161	-
Christian Aid	1556	285
Christian Aid Ukraine appeal	438	-
Christian Aid - Chorate concert	338	-
Church Missionary Society (Joel & Fiona Kelling appeal) *	-	570
Disasters Emergency Committee Ukraine appeal	386	
Kishore Prasanna appeal	318	-
Hope Into Action	430	173
Reading Refugee Support Group (Gas Tower Exhibition)	50	200
St John's School (Bibles for School Leavers)	1,022	474
Simeon's Trustees *	-	200
The Leprosy Mission	-	914
Other (incl. Parish Relief)	19	17
Total Other Outward Giving	4,717	2,903
GRAND TOTAL Outward Giving	24,717	22,023

* ex General Fund 2021 (£250 re Kellings' appeal)

Any minor differences in totals are due to roundings.

Accounts



Caring. Open. Engaged.

TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS

**Parochial Church Council
of the Ecclesiastical Parish of
St John the Evangelist with St Stephen,
Reading**

April 2022

Registered charity number 1127821

TRUSTEES ANNUAL REPORT

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the parochial church council's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS102)(effective 1 January 2019).

Aim and purpose

St John and St Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Claire Alcock, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St John and St Stephen's Church building in Orts Road, Reading.

Objectives and activities

When planning activities, the PCC has made decisions in accordance with the Charity Commission's guidance on public benefit. As a church we have five mission priorities: community, school, pastoral care and spiritual growth, families, and Eco church.

Community: The PCC is committed to furthering the vision of St John and St Stephen "to seek to serve our community in East Reading", offering a particular welcome to those who feel wounded by life. Our aim is to be more of a neighbourhood church, for our fellowship to be more diverse and to find ways to engage with the residents of the new apartments north of the Kennet.

St John and St Stephen's Church

School: The Church is physically attached to St John's C of E Primary School and we enjoy a close relationship with them via assemblies and shared use of our worship space. School parents and carers regularly hang out in our weekday cafe, forging friendship and sharing day to day issues. We aim to continue to strengthen our bond with the school and to support the leadership.

Pastoral care and spiritual growth: Our Sunday worship is centred on the Holy Communion service, with good preaching, varied music, children's groups and refreshments afterwards. We seek to go deeper in our worship via contemplation and shared prayer needs, and to be real with God and with each other.

We value preaching highly and our small groups provide an opportunity to explore faith and life issues further. We aim to give everyone in church a chance to go deeper with God through existing small groups, and emerging new ones, and to work towards a culture of nurture courses that can be available to those who are exploring faith at any level.

Families: We are seeking ways to develop our weekly Sunday youth and children's work amid changing social patterns. We aim to strengthen engagement with and nurture the children and young people connected to us, and their families, and to find the best ways to engage with emerging generations, so that living faith develops that is robust and sustainable amidst changing cultural patterns.

Eco Church: We are an Eco Church committed to tackling current issues of climate injustice. Our aim is to continue to pioneer and highlight green issues in our own congregational life, in our local area, and with our MPs nationally and globally.

We seek to integrate prayer and social action and many of us are involved in local social projects as an active outworking of our faith in Jesus Christ, as we seek to make a difference in the world. We are exploring with our Diocese what it means to be a more Christ-like Church for the sake of the world, incorporating the three values of contemplation, compassion and courage.

ACHIEVEMENTS AND PERFORMANCE

Pandemic Impact

The last 12 months has seen a gradual return to our pre-pandemic practices, with most meetings now 'in-person'. We re-introduced singing within our Sunday worship, masks are currently optional, and seating is still spaced, with plenty of ventilation. We have not yet returned to the Eucharistic 'common cup', but we continue with 'priest intinction' and wafers, for the time being.

We have been glad for the opportunity to learn how to film, and then to livestream services – with grateful thanks to those who have guided us on this and who have put in the hard work. The ability to join Sunday worship online if for whatever reason you are unable to attend in-person, is a post-pandemic benefit.

Our Centre Manager and parish administrator is now working three mornings for us, with one of those working from home. The café drop-in for parents and carers is now open Monday, Wednesday and Thursday mornings, 9-10.30.

Highlights

- Our first in-person APCM since 2019!
- Church worship has been held continuously in the building for a year now
- We have a full streaming service on a Sunday morning, and a YouTube channel where the recorded services may be watched later (search St John and St Stephen's Reading)
- COP 26 in Glasgow was the subject of much prayer and engagement for us as members of the congregation attended and kept us informed
- Outdoor services proved popular through the summer of 2021, helping us focus on our immediate neighbourhood more
- We continue to welcome families from Hong Kong to St John and St Stephen's and some of our members are further involved with Reading's status as a 'City of Sanctuary'
- Visits to the new housing managed by "L&Q" resulted in 98 'welcome to your new apartment' leaflets being distributed to the new residents north of the Kennet
- The café reopened in October 2021 albeit with a reduced timetable of events
- We hosted an in-person art exhibition to celebrate Reading's last gas tower, a great community-church collaboration, with more than 200 people coming into the centre over a weekend in November 2021
- The school children began to come back into the church for assemblies and festivals, which included Harvest, Remembrance, Christmas, Ash Wednesday, and Easter services



St John and St Stephen's Church

- NEWT magazine won Gold at the national parish magazine awards
- A Saturday morning group for 11-14s took place in the café during Jan-April 2022 working through the "Come and See" Diocesan materials
- Forest Church has been going for a year, having started in April 2021 – and has been very popular with our families
- The new website was launched in March 2022 and further explored our 5 mission areas and the church's 'three words': "Caring, Open & Engaged" as well as linking up our other social media channels (an outward facing Facebook Page and a Twitter account)
- Our Lent Film Club was 'in-person' through the whole of Lent, a 'first' since lockdowns began in March 2020 – exploring themes of being lost and found
- Our All-Age service (& church lunch) was re-launched in December 2021
- A significant number of people engaged with the [living in faith and love](#) materials via the housegroups and the outcomes of their discussion were fed back to the Church of England at a national level.



Worship and Prayer

Numbers attending Sunday worship have returned to pre-pandemic levels, with a slight increase in the number of children and young people.

The use of Google slides as a method of presenting the Sunday morning worship (started in 2020) is advantageous, as it allows a number of people to edit the bits they're responsible for during the week. Preparation for worship is therefore more collaborative and creative. With a whole set of templates to cover all seasons, it is anticipated that the initial amount of work this method created, will from now on be greatly mitigated.

We are grateful to our music teams, co-ordinated and led by Sue and Hamish Bruce, for the ways in which their playing enhances our worship every week, including when we are worshipping outdoors.

We continue to explore ways our children can be fully involved in the monthly all age service; in songs chosen from the Children's Praise Plus repertoire, in producing short printed prayers that children can pray at the microphone, and in continuing to include children in the distribution of communion and in reading the gospel and sharing their experiences in the all age talk.

The regular preaching team numbers 7 people (with occasional input from one or two others) and so we are well resourced in comparison to other churches. Recently some of our team have been able to offer their preaching skill in another local church, as needed. Café Communion is regular through term time on a Thursday morning, as is Morning Prayer, which is both online and in the building, on a Monday and Wednesday at 9am. Anyone is warmly welcome to attend.

Two funerals took place this year in the church building; as yet there have been no baptisms though one is planned. A number of wedding couples have had banns read in the church, but no weddings took place in the building.

Pastoral Care

'Caring, Open, Engaged'. So, in what ways are we caring?

Traditionally the church understands pastoral care as a one to one encounter between someone feeling called to this role and those to whom they offer care on a regular basis, whether face to face by visiting, or at a distance (phoning, texting, WhatsApp etc). St John and St Stephen's has a number of people who do this. Recently Claire and I met with some of them to consider whether they might appreciate getting together occasionally. Such meetings can provide mutual support and keep us in touch not only with those receiving pastoral care but also people whom we might overlook. A second meeting is taking place later this month.

There may also be a group understanding of pastoral care. So, at St John and St Stephen's our home groups are places where there is a high level of pastoral care. This might be very practical – helping someone move house, for example, or giving a lift to the hospital. Or through prayer – some groups have an active WhatsApp group that alerts members to prayer needs. Home group leaders usually have a significant pastoral role. Claire met with them during the year to find out more.

Our building offers pastoral care. On Sundays one of our Welcomers may be the first person to show care in listening to whatever news someone brings with them. During the week our café offers a caring, hospitable space to those who drop in. The Fireside group offers care to those bringing questions and doubts about God, faith, the church (well, almost anything!).

Over the years St John's has developed a model of pastoral care which is simply about looking out for each other. Mutuality and friendship characterise it. It's a healthy model as long as it can include those who don't necessarily belong to any of the current groupings. This may be something to watch as the church grows.

Christine Bainbridge

Electoral Roll

Our revised electoral roll was completed in April 2022. There are 91 parishioners on the Church Electoral Roll - 2 names were added during the year and 6 were removed; 2 due to death, 3 moved away from the Parish and 1 had stopped attending church for over 6 months.

CHURCH BUILDING

St John and St Stephen's Parish Centre

Following the Church energy Audit in October 2020 the Buildings and Plant Group was established and has met approximately every 4-6 weeks since then. Members are Hugh Fisher (chair), Les Pullen, Richard Bainbridge and Rosemary Croft (secretary). We have slowly worked through the recommendations the audit contained (full report available on request), the largest and most costly improvement to date having been double glazing of the office windows.

The other major work considered was cavity wall insulation, but the original company contracted to do this stopped doing wall insulation work and the cost of the next quote obtained was £7,600 (up from £1,700), so this has been put on hold while we consider alternative solutions. A faculty was obtained for both the windows and the cavity wall insulation.

Initial enquiries have been made into the possible installation of solar panels, for both the Church and the School, and Jeremy Thake is providing technical support for these projects.

We are also looking at the option of secondary glazing for the long church windows and the front lobby windows (the corona windows are double glazed already). Replumbing of the office and front foyer radiators from the School heating circuit to the Refectory boiler system was considered, but found to be expensive with little gain. Longer-term we are looking into possible alternatives for the School boilers and the central heating system as these boilers approach the end of their life.

Other works include;

St John and St Stephen's Church

- Replacement of the Café water heater which developed a fault. We are grateful to the School for provision of a replacement unit at no cost, and to Les Pullen for installing it.
- Purchase of a new photocopier.
- Replacement of damaged window ledge in office.
- Removal of old, non-functioning water heater in the flower room and installation of an LED light.
- Introduction of an energy saving additive to the Refectory central heating system.
- Cleaning of the gutters, roof outlets and downpipes.
- Construction of raised beds and trellis in courtyard.
- Draught proofing of and repairs to side lobby doors.
- Fitting of shelving in electrical cupboard.
- An asbestos check was undertaken professionally and found to be negative.
- One of the gallery window latches was repaired and the gallery loudspeakers fixed.
- Redecoration of the Café by Church members, plus fitting of battens for displays.
- The non-functioning lights in the gallery and side entrance lobby have been replaced.
- Replacement of defective fluorescent tubes in kitchen and halo lighting.
- Replacement of a badly chipped fascia panel on the front of the church.
- Annual Fire extinguisher maintenance, PAT testing of electrical appliances and gas boiler safety checks (including those in the 2 church houses).

The Diocesan church energy footprint rates us as “C”.

We are grateful to Les Pullen and Hugh Fisher, who between them carry out the majority of maintenance work, saving the church quite a bit of expenditure!

Other points to note are:

- The heating of the church on Sunday mornings seems marginally improved having changed the main entry point.
- There have been no further roof leaks or problems with the church floor since it was re-varnished in January 2021.
- A robust Health & Safety Policy has been developed by Ian Maynard.

St John and St Stephen's Church

- The old Scout Hut (outbuilding) has been made available to Les Pullen for use as a workshop and storage.
- We have appointed Jack Stacy to help with both the front garden and the courtyard garden.
- Emergency Access is now possible to the school defibrillator.
- The next Quinquennial inspection is due in 2024.
- A Maintenance Log and an Accident Book are kept.
- We have an Insurance review on May 31st and have completed a comprehensive questionnaire in preparation for this.

Rosemary Croft

Churchwarden

SAFEGUARDING

Safeguarding is high on the agenda of any organisation these days. At St John and St Stephen's our aim is to create a safe community where there is a culture of 'informed vigilance' on everyone's part.

During the year, we have streamlined our processes, to ensure that everyone involved with children or vulnerable adults has completed the relevant level of Diocesan safeguarding training and has a current DBS check. Safeguarding is a standing item on the PCC agenda and together we have looked at some complex real life safeguarding lapses that took place in the Diocese, and what were the lessons learnt.

Anyone who is new to a role needs to go through the 'Safer Recruitment' process that our safeguarding policy details; this means a chat with the Incumbent about the role (e.g. working with children or young people); the person's suitability for the role and the provision of a couple of character references. The details of safer recruitment, training and

St John and St Stephen's Church

DBS checks are stored centrally on an excel spreadsheet that is being continuously updated. To date, there are nearly 40 people in our church who have engaged at least at the basic level with safeguarding awareness training.

Our Safeguarding processes are not an end in themselves; they are designed to raise awareness of potential dangers and create a safe space which allows us all to be in community together and to serve Christ with integrity.

Many, many thanks to all those who have completed the training and who continue to volunteer week by week.

Rachel Thake & Claire Alcock

FINANCE & GOVERNANCE

Deanery Synod

Two members of the PCC plus clergy sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Following the 2021 Synod AGM on 3rd March, on which we reported to last year's APCM, Synod meetings continued to be by video conference on Zoom, in June and November, but in March we were able once again to meet in person – at St Barnabas Church in Emmer Green.

In this first year of the Synod's new triennium, organisational capacity and communications within the Diocese's largest deanery have been at the forefront of discussions, prompted by the departure of our Area Dean, Rev Graeme Fancourt, who held the role as a 0.5 part-time

St John and St Stephen's Church

paid position. Before leaving us, Graeme led discussions at the June and November meetings as to what organisational model should be used for the future.

The model adopted (at the November meeting) builds on a division of the Deanery into four church groupings – North, West, Central and East/South – a division that Graeme had piloted in recent years by sharing his role as Dean with three Associate Deans: Rev Liz Ratcliffe, Fr Peter Day and Rev Mike Smith. (Our church falls within the Central grouping along with Greyfriars, St Laurence, Minster, St Giles, Christ Church, Whitley and Redlands.)

Developing that approach further, the role of Lay Chair was agreed also to be supported by three Associate lay Chairs, so that each of the four divisions would now have both a clergy and a lay lead person. Mark Burton has the role of Lay Chair as well as Treasurer for the Deanery, and is supported by Sue Mott, Roger Moore, and Alan Cross as Associate Lay Chairs.

The retirement of our previous voluntary Secretary has left the Deanery short of administrative/secretarial support with consequent lack of clear and timely communication. Although Graeme Fancourt said in November that there would be money to replace his 0.5 role and to provide administrative support, neither of those things has happened yet and the Lay Chair, Mark Burton has been doing his best to cover the gap. This is a continuing need.

On finances, it was agreed to hold parish share contributions unchanged in 2022, but it is anticipated the Diocese will need to increase Reading Deanery's combined share in the coming year. So, the Parish Share Committee, which had been in abeyance, has now been re-elected with new members to carry out the work of recommending how this can be fairly shared across Reading's churches.

News reported at the March meeting:

- St Barnabas and Loddon Reach are both currently looking for new incumbents.
- Greyfriars' new 'Atrium' café is now open and developing its ministry to the town centre community. It's a drop-in meeting point and they want it to be accessible to all. So, to help with this, people are able to pay for gift vouchers, which they can give to someone

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who they know or can leave with the café staff to offer to people who come in and seem in need.

- PACT (Parents and Children Together) – CEO Philip Cook gave a presentation on their work. Founded in 1910 as an adoption agency in our diocese, it still focusses on adoption and support for adoptive families, and a key resource is its online Adopter Hub which all the families can access. Something churches could consider is sponsoring schools in their parish to gain access to the Hub – for three members of staff this costs ~£300 p.a. Lack of understanding in schools of how best to support adopted or fostered children is a significant issue, making their lives harder.

But PACT has other strands too:

- o Alana House supports women in or leaving prison (168 in 2020-21).
- o Bounce Back Kids helps families to recover after domestic abuse. It's a 12-week programme and there are currently 100+ families on the waiting list.

If we have good news stories we are encourage to consider sharing them at the Synod too.

Chris Meunier and Jo Laynesmith

Financial Review

Annual Report 2021

Finances

It is pleasing to be able to report that the **overall position** for 2021 showed an excess of income over expenditure of £15.3k. Key points to report are:

- Total income was 1% higher than in 2020;
- Expenses and outgoings were also 1% higher;
- Grants of £22.0k were made;

St John and St Stephen's Church

- £25k was invested in an ethical investment fund;
- Sufficient funds were available to meet all outgoings;
- The total value of funds increased due to a rise in the value of investments held and the revenue account surplus.

Once again the PCC is grateful to God for the continued generosity of many church members, including several who have since moved away, in providing resources for the running of the church and funding for grants to our mission and other partners. Giving continues for the most part at its pre-pandemic levels, the majority of donations being made by bank transfer.

The financial tables are set out on pages F1 to F12 following.

Banking. The Virgin Money Charity deposit account was closed, all our banking now being conducted through the current account held with the Charities Aid Foundation Bank, based in West Malling. No interest is paid on this account. The interest rate on the Virgin account was latterly 0.15% and the decision was made to invest the funds held in it (£19.9k), along with some surplus funds in the CAF account.

Total income amounted to £115.0k, an increase of £1.3k (1%) on 2020 (see Note 2 on page F5). Within this sum, donation income of £63.4k was £2.5k (4%) more than last year. Tax-efficient donations, including those received through charitable agencies such as CAF and Stewardship, accounted for 94% of all donation income (no change on 2020), while £14.1k was reclaimed from HMRC (3% increase). This was assisted by the ability to claim for cash donations up to £30 under the Gift Aid Small Donations Scheme, mostly in respect of loose cash given at church services. Investment income and interest of £15.5k was £0.8k (5%) higher than 2020. Lettings (Church House and Parish Centre) and sales income of £19.4k was £0.8k (4%) higher, reflecting increases in rent for the two let properties, while fees and other income of £2.6k were down by £3.2k (55%), for reasons explained below under General Fund. There were no major one-off gifts or legacies in the year.

St John and St Stephen's Church

Total expenditure of £99.8k represented an increase of £0.8k (1%) over 2020 (see Note 3 on page F6), with increases in church running costs (which were at a very low level for much of 2020) slightly exceeding reductions in the Parish Share. All expenditure on children's and youth work (£0.5k in 2021) continued to be funded by income received on money invested from Arthur Clark's generous legacy. The majority of other expenditure comprised day-to-day running costs. In accordance with the PCC's current policy, Mission giving is budgeted on 22% of the previous year's eligible General Fund income. £19.1k was distributed by this means to 14 mission partners at home and abroad, with a further £2.9k from individual donations. This included £0.9k to The Leprosy Mission, plus a further £0.7k match funded from the Mission budget. Full details are set out at Note 13 (page F12).

The **General Fund**, including most donation income and church running costs, opened with a zero balance **Income** amounted to £88.6k, a decrease of £1.7k (2%) over 2020. Slightly higher donations, dividend and tax reclaim income was offset by lower miscellaneous income. This included rebates totalling £1.8k for (a) Reading Deanery churches' share payments having been made in full and on time, and (b) payment of the Parish Share by direct debit. This was £3.2k lower than 2020 due to that year having included both the 2019 and 2020 Deanery rebates, thereby creating an artificial income spike. Total **running costs** of £76.8k were marginally lower in total than 2020. Despite the Parish Share and grants made being £3.1k and £2.1k lower respectively, there were higher maintenance, equipment and publicity costs. The latter arose through having four printed editions of *Newt*, our free glossy magazine, instead of only two the year before. The Parish Share, as usual, comprised the largest single item of expenditure, amounting to £45.3k, a decrease of £3.1k (6%) over 2020, and was fully paid in regular instalments. A major project during the year was re-varnishing of the church worship area floor, which we undertook ourselves. In addition a new photocopier was purchased following terminal failure of the old one. The cost of utilities at £2.3k was £0.1k (5%) higher than 2020. However we ended the year in dispute with Ecotricity, in a billing debacle which apparently arose from their splitting of the church gas and electricity accounts. This initially manifested itself with a charge of £16,264 being collected by direct debit for an outstanding bill of under £100. This sum was reversed by the bank under the Direct Debit Guarantee but by the end of the year the billing was still not correct. Provision has been made

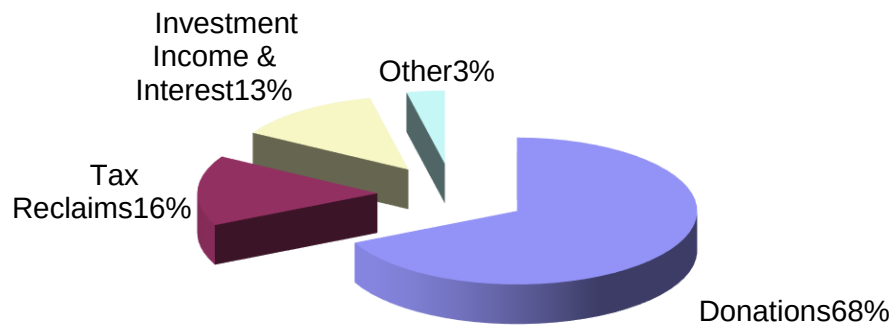
St John and St Stephen's Church

in the accounts for outstanding payments based on our calculations, using current meter readings and charges. Gas for heating the church continues to be offcharged by the School, with no complications. The General Fund was balanced by a transfer of £8.2k from the Church House Letting Fund, leaving a closing balance of £2.0k against bills awaiting payment. Full details of the General Fund are set out at Note 12 (page F11). Broad analyses of General Fund income and expenditure are shown on the accompanying pie charts.

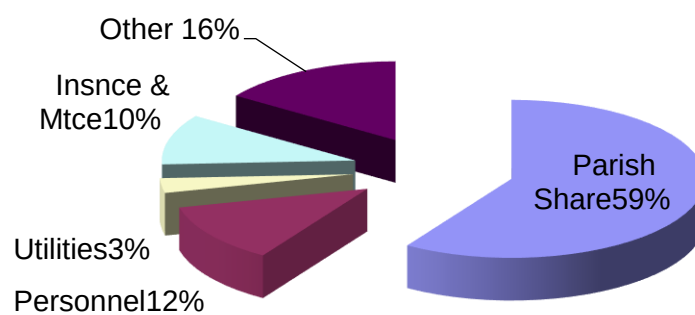
The capital value of the church's **investments** showed a significant increase of £75.2k (15%) in the year, reflecting growth in the market. Dividend payments remained relatively constant throughout the year. As noted above, £25k was invested in the CCLA Charities Official Ethical Investment Fund and the higher level of dividend income has now come on stream. All investments are held through CCLA, who manages its funds in accordance with the policies of the Church of England's Ethical Advisory Group. Likewise the Charities Ethical Investment Fund is managed with reference to the UK Stewardship Code. The overall valuation at 31 December 2020 was £517.7k, of which £344.8k is unrestricted and £273.1k endowment. Full details of the investments are set out at Note 6 (page F8).

The **closing balance** across all funds stood at £1,167.2k (including freehold land and buildings), an increase of £90.5k (8%) over 2020.

General Fund Income - 2021



General Fund expenditure - 2021



Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is.

Structure, governance and management

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. At St John and St Stephen's the membership of the PCC consists of the incumbent (our vicar), other licensed ministers, churchwardens, members elected by those members of the congregation who are on the electoral roll of the church, and members co-opted to specific offices. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. All PCC members are required to undergo safeguarding training.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met 6 times during the year with an average level of attendance of 85%. Sub-committees which deal with mission giving (Church Giving Advisory Group) and fabric and finance (Building and Plants Group) as well as the Standing Committee are responsible to the PCC and report back to it regularly. The PCC also receives regular reports from the Safeguarding Officer and Treasurer.

Administrative information

St John and St Stephen's Church is situated in Orts Road, Reading. It is part of the Diocese of Oxford within the Church of England. The correspondence address is 121-147 Orts Rd, Reading RG1 e-mail: office@stjohnandststephen.org.uk The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission with charity number 1127821.

PCC members who have served at any time from 1st January 2021 until the date this report was approved are:

Incumbent (ex officio)

Revd. Claire Alcock CHAIR

Licensed Ministers (ex officio)

Christine Bainbridge

Hamish Bruce

Richard Croft

Mark Laynesmith

Jeremy Thake

Churchwardens (ex officio)

Rosemary Croft

Ian Maynard

Elected Members

Term of Office ended 2021

Norma Stevenson

St John and St Stephen's Church

Term of Office ends 2022

Hugh Fisher TREASURER

Richard Harwood

Rod Jackson

Term of Office ends 2023

Jose Kennedy

Elaine Maynard

Les Pullen

Term of Office ends 2024

Dino D'Sa

Selena Peters

Ali Wilkinson

Co-opted Members

Bridget Barwick PCC SECRETARY

Rachel Thake SAFEGUARDING OFFICER

Elected Deanery Synod Representatives (ex officio)

Term of Office ends 2023

Joanna Laynesmith

Chris Meunier

Approved by the PCC on 12th May 2022 and signed on their behalf by the Reverend Claire Alcock (PCC Chair).

INDEPENDENT EXAMINER'S REPORT ON THE PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST STEPHEN, READING

This report on the accounts of the PCC of St John and St Stephen Reading for the year ended 31st December 2021, which are set out on pages F2 to F12.

Respective Responsibilities of the PCC and the Examiner

The members of the PCC are satisfied that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing documents or constitution of the Charity for the conducting of an audit. As a consequence the member have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit and is eligible for an independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Act.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 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 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P B Robinson MAAT FCIE
Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
W. Sussex
BN18 0AS



Dated: 28th February 2022

Parochial Church Council of St John and St Stephen, Reading

Statement of Financial Activities for the year ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2021 £	2020 £
INCOME & ENDOWMENTS	2					
Voluntary income		75,315	2,256	0	77,571	74,698
Activities for generating funds		19,438	0	0	19,438	18,645
Income from investments		15,455	0	0	15,455	14,655
Income from church activities		2,570	0	0	2,570	5,759
TOTAL INCOME & ENDOWMENTS		112,778	2,256	0	115,034	113,757
EXPENDITURE	3					
Church activities		97,717	2,056	0	99,773	99,024
TOTAL EXPENDITURE		97,717	2,056	0	99,773	99,024
TRANSFERS	11					
<i>Transfers between funds</i>		75	(75)	0	0	0
NET INCOME & ENDOWMENTS / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS / LOSSES		15,136	125	0	15,261	14,733
GAINS / (LOSSES) ON INVESTMENTS	6					
<i>On revaluation</i>		41,521	0	33,716	75,237	33,137
NET MOVEMENT IN FUNDS		56,657	125	33,716	90,498	47,871
BALANCES BROUGHT FORWARD AT 1 JANUARY		328,167	201,418	547,074	1,076,659	1,028,789
BALANCES CARRIED FORWARD AT 31 DECEMBER		384,824	201,543	580,790	1,167,157	1,076,659

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading
Balance Sheet as at 31 December 2021

		2021		2020	
	Notes	£	£	£	£
FIXED ASSETS					
Investment	6	617,967		517,730	
Tangible Fixed Assets	5	508,019		508,019	
TOTAL FIXED ASSETS			1,125,986		1,025,750
CURRENT ASSETS					
Debtors and prepayments	7	7,489		9,318	
Cash at bank and in hand	8	35,784		43,465	
TOTAL CURRENT ASSETS		43,274		52,783	
LIABILITIES					
Creditors - amounts falling due in one year	9	(2,103)		(1,874)	
NET CURRENT ASSETS			41,171		50,910
TOTAL ASSETS	10		1,167,157		1,076,659
PARISH FUNDS	10 11				
Unrestricted		384,824		328,167	
Restricted		201,543		201,418	
Endowment		580,790		547,074	
TOTAL PARISH FUNDS			1,167,157		1,076,659

Any minor differences in totals are due to roundings.

Approved by the Parochial Church Council on 28 February 2022 and signed on its behalf by



Revd. Claire Alcock (Chair)

The notes on the pages following form part of these accounts.

Parochial Church Council of St John and St Stephen, Reading

Notes to the financial statements for the year ended 31 December 2021

1 ACCOUNTING POLICIES

The financial statements have been prepared on the accruals basis in accordance with the Church Accounting Regulations 2006 and the applicable accounting standards of the Charities 2015 Statement of Recommended Practice (FRS102), but a cashflow statement is not included as the PCC's gross income is below £500k. The Financial Reporting Standard for Smaller Entities (FRSSE) is no longer available. The detailed analysis of income and expenditure continues to reflect the particular requirements of the PCC.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

General funds 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. Funds designated for a particular purpose may also be unrestricted.

The financial statements include all transactions, assets and liabilities for which the PCC is accountable in law. They do not include accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Income & Endowments

Voluntary income and capital sources

Donations and collections are recognised when received by or on behalf of the PCC. Planned giving, is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donations are received. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its receipt by the PCC is reasonably certain.

Activities for generating funds

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

Income from investments

Dividends and interest are accounted for when receivable. Such payments are received without deduction of income tax.

Income from church activities

Income and expenditure relating to various church activities are accounted for gross.

Gains and losses on investments

Realised gains or losses are recognised when the investments are sold. Unrealised gains or losses are accounted for on revaluation at market value, as at 31st December (or nearest date available).

Expenditure

Grants

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

Church activities

The Diocesan parish share is accounted for when paid.

Fixed Assets

Church Centre and Church House

The value shown in the balance sheet for the Church Centre and for nos. 1 and 2 Church House is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009. This does not include the value of the land which was exchanged with Reading Borough Council for that previously occupied by the former St. Stephen's Church in accordance with an agreement with the PCC dated 30/11/1976. No valuation of the property is carried out, but the PCC is of the opinion that the open market value is not materially less than the balance sheet value.

No value is placed on movable church furnishings. All expenditure incurred on buildings, furniture and fittings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities, unless separately disclosed.

Current Assets

Amounts owing to the PCC as at 31st December in respect of Gift Aid reclaims, fees, rents or other income are shown as debtors less provision for amounts which may prove uncollectable. Short Term deposits include loans currently held.

Investment Policy

The PCC's policy is: (a) to invest endowment funds and other major legacies in dividend-bearing shareholdings, principally those of the CCLA Central Board of Finance of the C. of E. Investment Fund; (b) to invest other surplus funds in dividend-bearing shareholdings of the CCLA COIF Charities Ethical Investment Fund; (c) to invest selectively in local projects with a strong community interest; and (d) to hold other day-to-day funds in a charity bank account.

Reserves Policy

The PCC relies substantially on the regular inflow of donation, letting and Gift Aid tax recovery income to meet day-to-day commitments. It endeavours to hold sufficient cash reserves to meet at least two months' gross running costs.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2021 £	2020 £
2 INCOME & ENDOWMENTS						
Voluntary income						
<i>Gift Aid & GASDS donations</i>		55,268	1,285	0	56,553	54,990
<i>Tax recoverable</i>		13,817	321	0	14,138	13,748
<i>Other giving - tax efficient</i>		3,118	100	0	3,218	2,262
<i>Other giving - non-tax efficient</i>		3,111	550	0	3,661	3,699
<i>Grants</i>		0	0	0	0	0
<i>Legacies</i>		0	0	0	0	0
Total voluntary income		75,315	2,256	0	77,571	74,698
Sales and letting income						
<i>Sales income</i>		0	0	0	0	165
<i>Letting income</i>		19,438	0	0	19,438	18,480
Total sales and letting income		19,438	0	0	19,438	18,645
Income from investments						
<i>Dividends and interest from investments</i>	6	15,438	0	0	15,438	14,562
<i>Bank interest</i>		17	0	0	17	93
Total income from investments		15,455	0	0	15,455	14,655
Income from church activities						
<i>Fees</i>		455	0	0	455	136
<i>Other receipts</i>		2,115	0	0	2,115	5,623
Total income from church activities		2,570	0	0	2,570	5,759
TOTAL INCOME & ENDOWMENTS		112,778	2,256	0	115,034	113,757

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £ 2020 £	
3 EXPENDITURE						
Church activities						
Grants and gifts	13					
Church overseas		2,250	320	0	2,570	2,415
Relief and development agencies		6,975	914	0	7,889	10,600
Home mission		10,890	674	0	11,564	10,056
Total grants and gifts		20,115	1,908	0	22,023	23,071
Ministry						
Diocesan parish share		45,324	0	0	45,324	48,383
Salary	4	0	0	0	0	0
Other ministry costs		2,333	0	0	2,333	1,749
Training and education - note (a)		0	12	0	12	406
Total ministry		47,657	12	0	47,670	50,538
Church running and maintenance						
Wages	4	0	0	0	0	0
Other running expenses		6,293	0	0	6,293	7,360
Church maintenance		3,343	0	0	3,343	2,022
Upkeep of services - note (b)		855	136	0	991	481
Other property upkeep		757	0	0	757	1,021
Major repairs (structure)		0	0	0	0	0
Furnishings and equipment		3,693	0	0	3,693	1,326
General administration		1,589	0	0	1,589	423
Bank charges		96	0	0	96	60
Total church running and maintenance		16,626	136	0	16,762	12,692
Support costs						
Church activities		5,018	0	0	5,018	3,496
Administration Salary	4	7,640	0	0	7,640	8,687
Governance - examination fees		660	0	0	660	540
Total support costs		13,319	0	0	13,319	12,723
Total church activities		97,717	2,056	0	99,773	99,024
TOTAL EXPENDITURE		97,717	2,056	0	99,773	99,024

(a) Training and education Restricted expenditure comprises Bible reading notes for church members.

(b) Upkeep of services Restricted expenditure comprises the Flower Fund.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2021

4 STAFF COSTS, TRUSTEE DONATIONS & EXPENSES		2021	2020
		£	£
Wages and salaries		7,639	8,687
Employer's National Insurance costs		2	0
Employer's Pension costs		0	0
Total		7,640	8,687
Trustee donations	(15 Trustees in 2021, 14 in 2020)	15,200	26,520

The 2020 Trustee donations figure was overstated and should read £15,930.

During the year, the PCC employed a Parish Centre Manager who earned under £60,000.

The PCC operates HM Revenue & Customs' PAYE scheme for deduction of income tax and National Insurance payments.

In addition, the Vicar received £1,971 (£1,551 in 2020) in respect of expenses incurred in carrying out her duties and 5 other Trustees received £808 in total (6 other Trustees received £640 in 2020). Mr Leslie Pullen was engaged by the PCC on Courtyard garden construction works, for which he received £670.

There were no other disclosable transactions, material or otherwise, in respect of Trustees, persons closely connected with them or other related parties.

5 FIXED ASSETS

5 FIXED ASSETS		2021	2020	
(a) Tangible Fixed Assets		Freehold land and buildings £	Church equipment £	Total £
Gross Book Value	At 1 January 2021	508,019	0	508,019
	Revaluation	0	0	0
	Additions at cost	0	0	0
	At 31 December 2021	508,019	0	508,019
Depreciation	At 1 January 2021	0	0	0
	Written off during Year	0	0	0
	Charge for year	0	0	0
	At 31 December 2021	0	0	0
Net Book Value	At 1 January 2021	508,019	0	508,019
	At 31 December 2021	508,019	0	508,019

The freehold land and buildings comprise the Parish Centre, nos. 1 & 2 Church House and the Refectory extension building (see note 1). The value shown in the balance sheet for these is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009.

The last quinquennial inspection of the church was carried out in 2019.

(b) *Investments*

See note 6.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2021

6 SCHEDULE OF INVESTMENTS - INCOME AND RE-EVALUATION

Fund	Status	Represented By	Benefic'y Fund (income)	Income Received in year	Acquisition Cost	Mid/NAV Market Value at 01/01/2021	Bid Price Market Value at 31/12/2021	Gain / (Loss) over Period excluding sales & purchases
RESTRICTED ENDOWMENT FUNDS								
Church Expenses fund	P	110 shares CBFIF Inv. Fund (1)	General	65	74	2,254	2,573	319
Curacy endowment	P	2,646 shares CBFIF Inv. Fund	Curacy	1,573	2,449	54,209	61,881	7,672
	P	156.18 shares CBFIF Inv. Fund (2)	Curacy	93	1,308	3,200	3,653	453
Benefice endowment	P	156.18 shares CBFIF Inv. Fund (2)	General	93	1,308	3,200	3,653	453
Princes Street Mission Rooms	P	7,049.79 shares COIF Ethical Inv. Fund (3)	General	594	642	19,445	22,028	2,584
	P	112 shares CBFIF Inv. Fund	General	67	102	2,295	2,619	325
	P	7,557 shares CBFIF Inv. Fund	General	4,491	50,163	154,823	176,733	21,911
RESTRICTED ENDOWMENT FUNDS - total				6,976	56,046	239,424	273,140	33,716
UNRESTRICTED FUNDS								
Arthur Clark legacy	E	3,412.58 shares CBFIF Inv. Fund	Children's & Youth Work	2,028	26,785	69,914	79,809	9,894
Marjorie Wilkinson bequest	E	9,473.52 shares CBFIF Inv. Fund	General	5,630	91,887	194,087	221,554	27,468
PCC General fund	E	12,713.13 shares COIF Ethical Inv. Fund (4)	General	704	32,693	11,004	39,725	3,721
PCC Curacy fund	E	780.52 shares COIF Ethical Inv. Fund (5)	Curacy	66	1,505	2,153	2,439	286
PCC Benefice fund	E	416.10 shares COIF Ethical Inv. Fund (6)	General	35	802	1,148	1,300	152
UNRESTRICTED FUNDS - total				8,463	153,672	278,306	344,827	41,521
INTEREST RECEIVED			General	17				
TOTAL INVESTMENTS				15,456	209,718	517,730	617,967	75,237

Details of the status of each Endowment Fund is shown above.
Status: P = Perpetual; E = Expendable

Income from each Fund is expended as shown, in accordance with the restrictions (if any) for each fund.

CBFIF = Central Board of Finance of the Church of England Investment Fund.
COIF = Charities Official Investment Fund.

- 1 Managing Trustees are Vicar & Churchwardens (income mandated to PCC).
- 2 Venner Memorial and Hettie Wilkinson bequest.
- 3 Switched from Charities Investment Fund 1 July 2018 (£16,242.01).
- 4 Purchased 29 October 2015 (3,989.56 shares) & 10 June 2021 (8,723.57 shares).
- 5 Purchased 29 October 2015.
- 6 Purchased 29 October 2015. Includes £750 re Spencer legacy.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2021

7 DEBTORS & PREPAYMENTS

	2021 £	2020 £
Income tax recoverable - General Fund	3,310	3,717
Income tax recoverable - Other Funds	200	0
Prepayments:		
Ecclesiastical Insurance - Church	1,324	1,431
Ecclesiastical Insurance - Church House	388	366
Castle Water	37	0
Other:		
Church House 1 rent	850	800
Loan to church member - outstanding sum for repayment	0	450
IEL Tutors - rent	0	0
Reading Deanery Synod - Parish Share rebate	1,360	2,476
Other debtors	20	79
Total	7,489	9,318

8 CASH ON HAND AND AT BANK

	2021 £	2020 £
Balance at year-end:		
CAF Bank	23,578	11,457
Virgin Money Charity Deposit account	0	19,853
Community Savings & Loans	11,096	11,096
Reading Hydro Project	1,000	1,000
	35,674	43,406
Cash on Hand	110	59
Cash/bank suspense (awaiting banking)	0	0
Total	35,784	43,465

9 LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR

		2021 £	2020 £
Creditors:			
Ecotricity - Church electricity	Unrestricted	611	109
Ecotricity - Refectory gas	Unrestricted	124	(24)
Abacus Cleaning Services - church cleaning	Unrestricted	272	88
St John's School - gas	Unrestricted	112	120
Mark Sergent - roof repairs	Unrestricted	0	550
Independent Examiners Ltd. - independent examination fees	Unrestricted	660	660
BTS - photocopies	Unrestricted	19	36
Clergy expenses awaiting payment	Unrestricted	176	137
Vodafone - telephone & broadband	Unrestricted	27	0
IEL Tutors - key deposit	Unrestricted	0	50
Jack Stacy - Church House 1 garden maintenance	Unrestricted	0	40
ODBF - LLM fees	Unrestricted	90	90
Other creditors	Unrestricted	12	18
Total		2,103	1,874

10 ANALYSIS OF ASSETS AND LIABILITIES

	Unrestricted £	Restricted £	Endowment £	Total 2021 £	Total 2020 £
Balances at year-end:					
Tangible Fixed Assets	0	200,369	307,650	508,019	508,019
Investments	344,827	0	273,140	617,967	517,730
Current Assets	42,100	1,174	0	43,274	52,783
Current Liabilities	(2,103)	0	0	(2,103)	(1,874)
Total	384,824	201,543	580,790	1,167,157	1,076,659

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2021

11 MOVEMENT BY FUND

	Notes	Balance 1 Jan 2021 £	Income £	Expenditure £	Transfers £	Gains & (Losses) £	Balance 31 Dec 2021 £
CAPITAL FUNDS							
Endowment - freehold land & bldgs	5	307,650	0	0	0	0	307,650
Endowment - other	6	239,424	0	0	0	33,716	273,140
Total Endowment Funds		547,074	0	0	0	33,716	580,790
Unrestricted Capital Funds	6	278,306	0	0	25,000	41,521	344,827
Restricted Capital Funds							
Freehold land & buildings	5	200,369	0	0	0	0	200,369
Total Capital Funds		1,025,750	0	0	25,000	75,237	1,125,986
UNRESTRICTED FUNDS							
General	12	0	88,588	76,750	(9,837)	0	2,001
Mission		0	0	19,120	19,120	0	0
Other Funds:							
Repair		0	0	0	0	0	0
Church House letting		26,144	18,870	757	(20,979)	0	23,278
Other legacies/gifts		12,196	0	0	(12,196)	0	0
Children's & youth work		9,583	2,028	546	0	0	11,065
Church Lunches		0	458	458	0	0	0
Sundry collections & donations		0	1,102	70	(1,032)	0	0
Parish Relief		266	0	17	0	0	250
Curacy		1,672	1,731	0	0	0	3,403
Total Unrestricted Funds		49,862	112,778	97,717	(24,925)	0	39,997
RESTRICTED FUNDS							
Flowers		703	75	136	(75)	0	568
Sundry collections & donations		0	1,484	1,434	0	0	50
Leavers' Bibles		327	698	474	0	0	550
Other minor funds		17	0	12	0	0	5
Total Restricted Funds		1,048	2,256	2,056	(75)	0	1,174
TOTAL Revenue Funds		50,910	115,034	99,773	(25,000)	0	41,171
TOTAL Capital and Revenue Funds		1,076,659	115,034	99,773	0	75,237	1,167,157

Restricted funds are wholly represented by cash reserves of the PCC. The purpose of each fund is outlined below:

Freehold land & buildings (restricted) - capitalisation of refectory building costs.

General - income and expenses relating to running of church.

Mission - grants to mission partners at home and abroad, sourced from General Fund income.

Repair - major maintenance & equipment expenditure (expended in 2019).

Church House letting - letting income and expenses relating to nos. 1 & 2 Church House.

Other legacies/gifts - for expending at PCC's discretion.

Children's & youth work - mostly funded by income from invested capital of Arthur Clark legacy (see note 6).

Church Lunches - income and expenditure relating to Sunday lunches.

Sundry events - income and expenditure relating to special events (including Chorate) (none in 2020 or 2021).

Parish Relief - used at discretion of clergy to provide assistance in cases of social need.

Curacy - dividend income designated for possible future Curate.

Flowers - church flowers and other adornments.

Sundry collections & donations - gifts for specific items and donations to charities not separately identified.

Leavers' Bibles - given to Year 6 children on leaving St John's School.

Other minor funds - primarily bibles/books bought by church members.

Note that £75 was transferred from the Flower Fund (restricted) to the General Fund (unrestricted) by way of a prior year adjustment to correct a misallocation in 2020.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading
Notes to the Financial Statements for the year ended 31 December 2021

12 ANALYSIS OF GENERAL FUND
(excl. Mission)

	2021	Comparison with 2020
	£	£ Higher/ Lower
Opening Balance	0	-
Income		
Donations	60,128	778: Higher
Tax Reclaim	13,727	194: Higher
Investment Income & bank interest	11,696	672: Higher
Other	3,038	3,341: Lower
Total Income	88,588	1,697: Lower
Expenditure		
Parish Share	45,324	3,059: Lower
Grants made	496	2,104: Lower
Publicity	4,305	2,045: Higher
Personnel (incl. interregnum)	9,316	91: Higher
Entertainment/hospitality	122	217: Lower
Electricity, Gas & Water	2,317	117: Higher
Insurance, Repairs & Maintenance	7,918	2,693: Higher
Cleaning	1,621	620: Lower
Other Running Costs	5,331	919: Higher
Total Expenditure	76,750	135: Lower
Surplus/(Shortfall) before transfers	11,839	1,562: Higher
Transfers from / (to) other funds - note (b)	(9,837)	3,563: Lower
Net Total	2,001	2,001: Higher
Closing Balance	2,001	2,001: Higher

Any minor differences in totals are due to roundings.

Notes

(a) All money given to mission is transferred from the General Fund (£19,120 in 2021).

(b) Transfers include £8,175 in 2021 (£5,699 in 2020) from the Church House

Letting Fund in order to eliminate a shortfall on the General Fund.

There were additional transfers in 2021 of £1,035 from the June Russell Memorial Fund

Parochial Church Council of St John and St Stephen, Reading
Notes to the Financial Statements for the year ended 31 December 2021

13 ANALYSIS OF OUTWARD GIVING

	2021 £	2020 £
Per Church's "Mission Giving"		
A Rocha	500	500
Christian Aid	2,400	2,250
Christian Community Action	-	500
Christians Against Poverty (CAP)	600	100
Church Missionary Society (CMS)	2,000	2,000
Circles UK	1,000	1,000
CTEER Schools Project (RE-Inspired)	500	750
Communicare	5,000	5,000
FAITH (ReadiFood)	2,000	2,000
International Nepal Fellowship	2,000	2,000
LAMB Healthcare Foundation (Bangladesh)	1,000	1,000
Legal Rights Partnership	-	250
Ras Morbat Clinic, Yemen	-	1,000
Reading Refugee Support Group	500	250
St John's School Projects	400	-
The Leposy Mission (match funding)	720	-
World Land Trust / Green Christian	500	500
Total "Mission Giving"	19,120	19,100
Other Outward Giving		
Cancer Research UK (June Russell Memorial)	70	-
Christian Aid (via Church)	285	-
Church Missionary Society (Joel & Fiona Kelling appeal) *	570	-
FAITH (Bed For a Night)	-	171
Hope Into Action	173	-
The Leprosy Mission	914	50
Peter & Nancy Crooks	-	365
Reading Deanery Synod *	-	2,500
Reading Refugee Support Group (Gas Tower Exhibition)	200	-
St John's School (Bibles for School Leavers)	474	463
Simeon's Trustees *	200	100
Yeldhall Manor	-	322
Other (incl. Parish Relief)	17	-
Total Other Outward Giving	2,903	3,971
GRAND TOTAL Outward Giving	22,023	23,071

* ex General Fund (£250 re Kellings' appeal)

Accounts

The Parish Church of St John and St Stephen, Reading

Annual Report and Financial Statements of the Parochial Church Council

for the year ended 31st December 2020

Church Address:

121-147 Orts Road
Reading
RG1 3JN

Incumbent:

Revd. Claire Alcock

Principal Banker:

Charities Aid Foundation Bank
25 Kings Hill Avenue
West Malling
ME19 4TA

Independent Examiner:

PB Robinson MAAT, FCIE
Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
BN18 0AS

The Parish Church of St John and St Stephen, Reading

Annual Report for 2020

Background

The Parochial Church Council (PCC) of St John and St Stephen is a corporate body established by the Church of England and operating under the Parochial Church Council Powers Measure. The PCC is registered with the Charity Commission. It is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish of St John and St Stephen, Reading, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. More specifically its mission is:

“To know Christ and to make Him known.”

and its vision:

“We meet as a Church to equip and build one another up to live lives of worship in the world and we exist to serve the Parish of St John & St Stephen, in cooperation with other churches and Christians and with local people of faith and no faith at all.”

Membership (Trustees)

Members of the PCC are elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, *ex officio* or co-opted by the PCC.

During the 2020/21 year, the following served as members of the PCC:

Incumbent:	Revd. Claire Alcock	
Ex officio:	Revd. Christine Bainbridge	
	Richard Croft (LLM)	
Churchwardens	Rosemary Croft	
	Ian Maynard	
		Term of Office
Representatives on Deanery Synod:	Alison Peyton	2017-2020
	Joanna Laynesmith	2020-2023
	Chris Meunier	2020-2023
Elected Members:		
	Graeme Buick	2017-2020
	Heather Curnow	2017-2021
	Norma Stevenson	2017-2021
	Hugh Fisher	2018-2022
	Richard Harwood	2018-2022
	Rod Jackson	2018-2022
	Jose Kennedy	2019-2023
	Elaine Maynard	2019-2023
	Les Pullen	2019-2023
Co-opted Members:		
	Bridget Barwick	2020-2021
		Secretary

Church attendance

There were 94 people on the Church Electoral Roll as presented to the APCM 2020, an increase of 1 on 2019. Attendance at the church itself has been drastically affected by the Coronavirus pandemic and has only been possible for a limited period of time. Most Sunday worship services have been conducted by video conferencing (in live time). As such, average attendance figures are not readily available. The few church services held have been restricted by the number of worshippers who could be safely accommodated, whereas the video conferencing services have included several people from further afield, including some outside the UK. Some other church activities have also been able to continue using video conferencing, but there have been no other gatherings of people in person since late March, including the erstwhile Café activities and children's groups. No communion

services were held on Easter Day or over Christmas. There were no baptisms, no marriages and one funeral, conducted in the church building and at the local Crematorium.

Committees

Since March 2020, all PCC meetings and the Annual Parochial Church Meeting (held on 19 October) have been conducted using video conferencing. Certain aspects of the PCC's operations are delegated to sub-committees, which meet on an ad-hoc basis and report back to the PCC:

Standing Committee:

This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC, but is only required to meet if necessary.

Church Giving Advisory Group:

Attends to matters relating to, and administers monies raised for, mission.

Virtually all other business was transacted by email.

Review of the 2020/21 year

The PCC met three times during the year, as noted above. There was an average level of attendance of 88%. Time was given to reflection and prayer within each PCC meeting.

The main issues dealt with by the PCC during this period were:

1. Mission and ministry, including a review of online worship, Children's Ministry and the NEWT magazine, also the introduction of Personal Discipleship Plans and Prayer Walks.
2. Risk assessment for reopening the church building for worship.
3. Regular reviews of safeguarding.
4. Regular reviews of finance, including the Mission Budget, Church House rents and financial controls.
5. Review and acceptance of the Diocesan Energy Audit (November 2020).
6. Fabric issues including maintenance of the forecourt garden and work arising from the Energy Audit.
7. Regular reports of Deanery Synod meetings.

There were no off-site activities for youth or any other groups during the period under review.

Risk Management

The PCC exercises regular oversight of all activities undertaken in its name, including identification of any risks to which the Church and its organisations are exposed and the establishment of suitable systems and procedures to mitigate such risks.

Finances

The **overall position** for 2020 shows an excess of income over expenditure of £14.7k. Key points to report are:

- Total income was 1% lower than in 2019;
- Expenses and outgoings were 17% lower;
- Grants of £23.1k were made;
- Sufficient funds were available to meet all outgoings;
- The total value of funds increased due to a rise in the value of investments held and the revenue account surplus.

The PCC expresses its gratitude to God for the continued generosity of many church members, including several who have since moved away, in providing resources for the running of the church and funding for grants to our mission and other partners. This has been particularly true during the Coronavirus pandemic, the majority of donations continuing to be made by bank transfer.

Total income amounted to £113.8k, a decrease of £1.7k (1%) on 2019 (see Note 2 on page 8). Within this sum, donation income of £61.0k was £3.6k (6%) less than last year. Tax-efficient donations, including those received through charitable agencies such as CAF and Stewardship, accounted for 94% of all donation income (1% decrease), while £13.7k was reclaimed from HMRC (7% decrease). This was assisted by the ability to claim for

cash donations up to £30 under the Gift Aid Small Donations Scheme, but in the absence of most activities in church there have been very few such donations since March. Investment income and interest of £14.7k was £0.3k (2%) higher than 2019. Lettings (Church House and Parish Centre) and sales income of £18.5k was £0.5k (3%) less, while fees and other income (Church lunches, etc) of £5.8k were up by £2.9k (104%). There were no major one-off gifts or legacies in the year. The earned interest rate on the Virgin Money Charity deposit dropped from 0.75% to 0.15%, with no interest paid on the CAF current bank account.

Total expenditure of £99.0k represented a decrease of £20.1k (17%) over 2019 (see Note 3 on page 9), primarily on account of significantly reduced usage of the church building due to Coronavirus restraints. The only project during the year was installation of a secondary computer monitor screen in the church at a cost of £0.6k. Now that the church no longer has a Curate, there were no housing or travel costs as previously. All expenditure on children's and youth work (£0.3k in 2020) continued to be funded by income received on money invested from Arthur Clark's generous legacy. The majority of other expenditure comprised running costs. In accordance with the PCC's current policy, Mission giving is budgeted on 22% of the previous year's eligible General Fund income. £19.1k was distributed by this means to 15 mission partners at home and abroad, with a further £4.0k principally comprising a grant to Reading Deanery Synod. Full details are set out at Note 13 (page 15).

The **General Fund**, including most donation income and church running costs, opened and closed with a zero balance (see Note 12 on page 14). Income amounted to £90.3k, an increase of £0.8k (1%) over 2019. Higher dividend and other income was offset by lower donation income and tax reclaims. Total running costs of £74.3k were £10.4k (12%) lower than 2019, for the reasons noted above. The cost of publishing the *Newt* our free glossy magazine was £2.3k, half that of 2019 as only 2 instead of 4 printed editions were produced. The Parish Share, as usual, comprised the largest single item of expenditure, amounting to £48.4k, an increase of £5.4k (13%) over 2019, and was fully paid in regular instalments. We benefited from rebates totalling £5.1k for (a) Reading Deanery churches' share payments having been made in full and on time, and (b) payment of the Parish Share by direct debit. This was £2.5k higher than 2019, resulting from inclusion of the 2020 rebate being included in 2020 rather than the following year, as hitherto. These sums are treated as miscellaneous income. The cost of utilities at £2.2k was £1.1k (33%) lower than 2019. The PCC continues to purchase its gas and electricity from Ecotricity, with gas for heating the church offcharged by the School. The General Fund was balanced by a transfer of £5.7k from the Church House Letting Fund (61% decrease on 2019).

The capital value of the church's **investments** showed an increase of £33.1k (7%) in the year, reflecting growth in the market, notwithstanding the Coronavirus pandemic. Dividend payments remained relatively constant throughout the year. No new investments were made, nor were any fund holdings redeemed. All investments are held through CCLA, who manages its funds in accordance with the policies of the Church of England's Ethical Advisory Group. Likewise the Charities Ethical Investment Fund is managed with reference to the UK Stewardship Code. The overall valuation at 31 December 2019 was £517.7k, of which £278.3k is unrestricted and £239.4k endowment. Full details of the investments are set out at Note 6 (page 11).

The **closing balance** across all funds stood at £1,076.7k (including freehold land and buildings), an increase of £47.9k (5%) over 2019.



Revd. Claire Alcock (Chair)
22 February 2021

INDEPENDENT EXAMINER'S REPORT ON THE PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST STEPHEN, READING

This report on the accounts of the PCC of St John and St Stephen for the year ended 31st December 2020, which are set out on pages 5 to 15.

Respective Responsibilities of the PCC and the Examiner

The members of the PCC are satisfied that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing documents or constitution of the Charity for the conducting of an audit. As a consequence the member have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit and is eligible for an independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Act.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 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 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P B Robinson MAAT FCIE
Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
W. Sussex
BN18 0AS



Dated: 3rd March 2021

Parochial Church Council of St John and St Stephen, Reading

Statement of Financial Activities for the year ended 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2020 £	2019 £
INCOME & ENDOWMENTS	2					
Voluntary income		73,438	1,260	0	74,698	79,269
Activities for generating funds		18,500	145	0	18,645	19,039
Income from investments		14,655	0	0	14,655	14,327
Income from church activities		5,759	0	0	5,759	2,818
TOTAL INCOME & ENDOWMENTS		112,352	1,405	0	113,757	115,453
EXPENDITURE	3					
Church activities		97,841	1,182	0	99,024	119,172
TOTAL EXPENDITURE		97,841	1,182	0	99,024	119,172
TRANSFERS	11					
<i>Transfers between funds</i>		0	0	0	0	0
NET INCOME & ENDOWMENTS / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS / LOSSES		14,510	223	0	14,733	(3,719)
GAINS / (LOSSES) ON INVESTMENTS	6					
<i>On revaluation</i>		17,833	0	15,305	33,137	76,269
NET MOVEMENT IN FUNDS		32,343	223	15,305	47,871	72,550
BALANCES BROUGHT FORWARD AT 1 JANUARY		295,824	201,195	531,770	1,028,789	956,239
BALANCES CARRIED FORWARD AT 31 DECEMBER		328,167	201,418	547,074	1,076,659	1,028,789

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading
Balance Sheet as at 31 December 2020

		2020		2019	
	Notes	£	£	£	£
FIXED ASSETS					
Investment	6	517,730		484,593	
Tangible Fixed Assets	5	508,019		508,019	
TOTAL FIXED ASSETS			1,025,750		992,612
CURRENT ASSETS					
Debtors and prepayments	7	9,318		6,686	
Cash at bank and in hand	8	43,465		31,921	
TOTAL CURRENT ASSETS		52,783		38,607	
LIABILITIES					
Creditors - amounts falling due in one year	9	(1,874)		(2,431)	
NET CURRENT ASSETS			50,910		36,176
TOTAL ASSETS	10		1,076,659		1,028,789
PARISH FUNDS	10 11				
Unrestricted		328,167		295,824	
Restricted		201,418		201,195	
Endowment		547,074		531,770	
TOTAL PARISH FUNDS			1,076,659		1,028,789

Any minor differences in totals are due to roundings.

Approved by the Parochial Church Council on 22 February 2021 and signed on its behalf by



Revd. Claire Alcock (Chair)

The notes on pages 7 to 16 form part of these accounts.

Parochial Church Council of St John and St Stephen, Reading

Notes to the financial statements for the year ended 31 December 2020

1 ACCOUNTING POLICIES

The financial statements have been prepared on the accruals basis in accordance with the Church Accounting Regulations 2006 and the applicable accounting standards of the Charities 2015 Statement of Recommended Practice (FRS102), but a cashflow statement is not included as the PCC's gross income is below £500k. The Financial Reporting Standard for Smaller Entities (FRSSE) is no longer available. The detailed analysis of income and expenditure continues to reflect the particular requirements of the PCC.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

General funds 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. Funds designated for a particular purpose may also be unrestricted.

The financial statements include all transactions, assets and liabilities for which the PCC is accountable in law. They do not include accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Income & Endowments

Voluntary income and capital sources

Donations and collections are recognised when received by or on behalf of the PCC. Planned giving, is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donations are received. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its receipt by the PCC is reasonably certain.

Activities for generating funds

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

Income from investments

Dividends and interest are accounted for when receivable. Such payments are received without deduction of income tax.

Income from church activities

Income and expenditure relating to various church activities are accounted for gross.

Gains and losses on investments

Realised gains or losses are recognised when the investments are sold. Unrealised gains or losses are accounted for on revaluation at market value, as at 31st December (or nearest date available).

Expenditure

Grants

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

Church activities

The diocesan parish share is accounted for when paid.

Fixed Assets

Church Centre and Church House

The value shown in the balance sheet for the Church Centre and for nos. 1 and 2 Church House is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009. This does not include the value of the land which was exchanged with Reading Borough Council for that previously occupied by the former St. Stephen's Church in accordance with an agreement with the PCC dated 30/11/1976. No valuation of the property is carried out, but the PCC is of the opinion that the open market value is not materially less than the balance sheet value.

No value is placed on movable church furnishings. All expenditure incurred on buildings, furniture and fittings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities, unless separately disclosed.

Current Assets

Amounts owing to the PCC as at 31st December in respect of Gift Aid reclaims, fees, rents or other income are shown as debtors less provision for amounts which may prove uncollectable. Short Term deposits include loans currently held.

Investment Policy

The PCC's policy is: (a) to invest endowment funds and other major legacies in dividend-bearing shareholdings, principally those of the CCLA Central Board of Finance of the C. of E. Investment Fund; (b) to hold money not immediately required in (i) a charity deposit savings account and (ii) other local projects; (c) to invest other surplus funds in dividend-bearing shareholdings of the CCLA COIF Charities Ethical Investment Fund; and (d) to hold other day-to-day funds in a charity bank account.

Reserves Policy

The PCC relies substantially on the regular inflow of donation, letting and Gift Aid tax recovery income to meet day-to-day commitments. It endeavours to hold sufficient cash reserves to meet at least two months' gross running costs.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2020 £	2019 £
2 INCOME & ENDOWMENTS						
Voluntary income						
<i>Gift Aid donations</i>		54,430	560	0	54,990	58,836
<i>Tax recoverable</i>		13,533	215	0	13,748	14,707
<i>Other giving - tax efficient</i>		2,162	100	0	2,262	2,216
<i>Other giving - non-tax efficient</i>		3,314	385	0	3,699	3,510
<i>Grants</i>		0	0	0	0	0
<i>Legacies</i>		0	0	0	0	0
Total voluntary income		73,438	1,260	0	74,698	79,269
Activities for generating funds						
<i>Sales income - note (a)</i>		20	145	0	165	121
<i>Letting income</i>		18,480	0	0	18,480	18,918
Total activities for generating funds		18,500	145	0	18,645	19,039
Income from investments						
<i>Dividends and interest from investments</i>	6	14,562	0	0	14,562	14,146
<i>Bank interest</i>		93	0	0	93	182
Total income from investments		14,655	0	0	14,655	14,327
Income from church activities						
<i>Fees</i>		136	0	0	136	179
<i>Other receipts</i>		5,623	0	0	5,623	2,639
Total income from church activities		5,759	0	0	5,759	2,818
TOTAL INCOME & ENDOWMENTS		112,352	1,405	0	113,757	115,453

(a) Sales Restricted income comprises sales of Bible reading notes for church members.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2020 £	2019 £
3 EXPENDITURE						
Church activities						
Grants and gifts	13					
<i>Church overseas</i>		2,000	415	0	2,415	2,398
<i>Relief and development agencies</i>		10,600	0	0	10,600	12,936
<i>Home mission</i>		9,593	463	0	10,056	8,147
Total grants and gifts		22,193	878	0	23,071	23,481
Ministry						
<i>Diocesan parish share</i>		48,383	0	0	48,383	43,003
<i>Salary</i>	4	0	0	0	0	0
<i>Other ministry costs</i>		1,749	0	0	1,749	8,746
<i>Training and education - note (a)</i>		278	128	0	406	1,163
Total ministry		50,410	128	0	50,538	52,912
Church running and maintenance						
<i>Wages</i>	4	0	0	0	0	0
<i>Other running expenses</i>		7,360	0	0	7,360	11,682
<i>Church maintenance</i>		2,022	0	0	2,022	2,248
<i>Upkeep of services - note (b)</i>		304	177	0	481	1,230
<i>Other property upkeep</i>		1,021	0	0	1,021	1,658
<i>Major repairs (structure)</i>		0	0	0	0	6,124
<i>Movable furnishings and equipment</i>		1,326	0	0	1,326	1,094
<i>General administration</i>		423	0	0	423	2,188
<i>Bank charges</i>		60	0	0	60	60
Total church running and maintenance		12,515	177	0	12,692	26,285
Support costs						
<i>Church activities</i>		3,496	0	0	3,496	7,250
<i>Administration Salary</i>	4	8,687	0	0	8,687	8,524
<i>Governance - examination fees</i>		540	0	0	540	720
Total support costs		12,723	0	0	12,723	16,494
Total church activities		97,841	1,182	0	99,024	119,172
TOTAL EXPENDITURE		97,841	1,182	0	99,024	119,172

(a) Training & education Restricted expenditure comprises Bible reading notes for church members.

(b) Upkeep of services Restricted expenditure comprises the Flower Fund.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2020

4 STAFF COSTS, TRUSTEE DONATIONS & EXPENSES		2020	2019
		£	£
Wages and salaries		8,687	8,524
Employer's National Insurance costs		0	0
Employer's Pension costs		0	0
Total		8,687	8,524
Trustee donations	(14 Trustees in 2020; 12 in 2019)	26,520	16,142

During the year, the PCC employed a Parish Centre Manager who did not earn £60,000 or more.

The PCC operates HM Revenue & Customs' PAYE scheme for deduction of income tax and National Insurance payments.

In addition, the Vicar received £1,551 (£3,233 in 2019, including the Curate) in respect of expenses incurred in carrying out their duties and 6 other PCC members received £640 in total (9 other members received £2,037 in 2019). There were no other disclosable transactions, material or otherwise, in respect of PCC members, persons closely connected with them or other related parties.

5 FIXED ASSETS

(a) Tangible Fixed Assets

		2020	2019
		Freehold land and buildings £	Church equipment £
			Total £
Gross Book Value	At 1 January 2020	508,019	0
	Revaluation	0	0
	Additions at cost	0	0
	At 31 December 2020	508,019	0
Depreciation	At 1 January 2020	0	0
	Written off during Year	0	0
	Charge for year	0	0
	At 31 December 2020	0	0
Net Book Value	At 1 January 2020	508,019	0
	At 31 December 2020	508,019	0

The freehold land and buildings comprise the Parish Centre, nos. 1 & 2 Church House and the Refectory extension building (see note 1). The value shown in the balance sheet for these is the acquisition cost of the land and building of the property in 1976 plus the Refectory extension building cost in 2009.

The last quinquennial inspection of the church was carried out in 2019.

(b) Investments

See note 6.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2020

6 SCHEDULE OF INVESTMENTS - INCOME AND RE-VALUATION

Fund	S t a t u s	Represented By	Benefic'y Fund (income)	Income Received in year	Acquisition Cost	Market Value at 01/01/2020	Market Value at 31/12/2020	Gain / (Loss) over Period excluding sales & purchases
RESTRICTED ENDOWMENT FUNDS								
Church Expenses fund	P	110 shares CBFIF Inv. Fund (1)	General	63	74	2,109	2,254	145
Curacy endowment	P	2,646 shares CBFIF Inv. Fund	Curacy	1,519	2,449	50,721	54,209	3,488
	P	156.18 shares CBFIF Inv. Fund (2)	Curacy	90	1,308	2,994	3,200	206
Benefice endowment	P	156.18 shares CBFIF Inv. Fund (2)	General	90	1,308	2,994	3,200	206
Princes Street Mission Rooms	P	7,049.79 shares COIF Ethical Inv. Fund (5)	General	579	642	18,294	19,445	1,151
	P	112 shares CBFIF Inv. Fund	General	64	102	2,147	2,295	148
	P	7,557 shares CBFIF Inv. Fund	General	4,337	50,163	144,861	154,823	9,962
RESTRICTED ENDOWMENT FUNDS - total				6,742	56,045	224,120	239,424	15,304
UNRESTRICTED FUNDS								
Arthur Clark legacy	E	3,412.58 shares CBFIF Inv. Fund	Children's & Youth Work	1,958	26,785	65,416	69,914	4,498
Marjorie Wilkinson bequest	E	9,473.52 shares CBFIF Inv. Fund	General	5,437	91,887	181,599	194,087	12,488
PCC General fund	E	3,989.56 shares COIF Ethical Inv. Fund (3)	General	328	7,693	10,353	11,004	651
PCC Curacy fund	E	780.52 shares COIF Ethical Inv. Fund (3)	Curacy	64	1,505	2,025	2,153	128
PCC Benefice fund	E	416.10 shares COIF Ethical Inv. Fund (3) (4)	General	34	802	1,080	1,148	68
UNRESTRICTED FUNDS - total				7,821	128,673	260,473	278,306	17,833
INTEREST RECEIVED			General	93				
TOTAL INVESTMENTS				14,656	184,718	484,593	517,730	33,137

Details of the status of each Endowment Fund is shown above.
Status: P = Perpetual; E = Expendable

Income from each Fund is expended as shown, in accordance with the restrictions (if any) for each fund.

CBFIF = Central Board of Finance of the Church of England Investment Fund.
COIF = Charities Official Investment Fund.

- 1 Managing Trustees are Vicar & Churchwardens (income mandated to PCC).
- 2 Venner Memorial and Hettie Wilkinson bequest.
- 3 Purchased 29 October 2015.
- 4 Includes £750 re Spencer legacy.
- 5 Switched from Charities Investment Fund 1 July 2018 (£16,242).

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2020

7 DEBTORS & PREPAYMENTS

	2020 £	2019 £
Income tax recoverable	3,717	3,469
Prepayments:		
Church insurance	1,431	1,415
Church House insurance	366	361
Other:		
Church House 1 rent	800	800
Loan to church member - outstanding sum for repayment	450	450
IEL Tutors - rent	0	150
Reading Deanery Synod - Parish Share rebate	2,476	0
Other debtors	79	42
Total	9,318	6,686

8 CASH ON HAND AND AT BANK

	2020 £	2019 £
Balance at year-end:		
CAF Bank	11,457	1,988
Virgin Money Charity Deposit account	19,853	18,798
Community Savings & Loans	11,096	11,096
Reading Hydro Project	1,000	0
	43,406	31,883
Cash on Hand	59	38
Cash/bank suspense (awaiting banking)	0	0
Total	43,465	31,921

9 LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR

		2020 £	2019 £
Creditors:			
Ecotricity - Church electricity	Unrestricted	109	199
Ecotricity - Refectory gas	Unrestricted	(24)	93
Abacus Cleaning Services - church cleaning	Unrestricted	88	423
St John's School - gas	Unrestricted	120	189
Mark Sergent - roof repairs	Unrestricted	550	0
Independent Examiners Ltd. - independent examination fees	Unrestricted	660	720
BTS - photocopies	Unrestricted	36	279
Clergy expenses awaiting claim/payment	Unrestricted	137	187
Daisy / Vodafone - telephone & broadband	Unrestricted	0	31
IEL Tutors - key deposit	Unrestricted	50	50
Jack Stacy - Church House 1 garden maintenance	Unrestricted	40	200
ODBF - LLM fees	Unrestricted	90	0
Other creditors	Unrestricted	18	59
Total		1,874	2,431

10 ANALYSIS OF ASSETS AND LIABILITIES

	Unrestricted £	Restricted £	Endowment £	Total 2020 £	Total 2019 £
Balances at year-end:					
Tangible Fixed Assets	0	200,369	307,650	508,019	508,019
Investments	278,306	0	239,424	517,730	484,593
Current Assets	51,735	1,048	0	52,783	38,607
Current Liabilities	(1,874)	0	0	(1,874)	(2,431)
Total	328,167	201,418	547,074	1,076,659	1,028,789

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading

Notes to the Financial Statements for the year ended 31 December 2020

11 MOVEMENT BY FUND

	Notes	Balance 1 Jan 2020 £	Income £	Expenditure £	Transfers £	Gains & (Losses) £	Balance 31 Dec 2020 £
CAPITAL FUNDS							
Endowment - freehold land & bldgs	5	307,650	0	0	0	0	307,650
Endowment - other	6	224,120	0	0	0	15,305	239,424
Total Endowment Funds		531,770	0	0	0	15,305	547,074
Unrestricted Capital Funds	6	260,473	0	0	0	17,833	278,306
Restricted Capital Funds							
Freehold land & buildings	5	200,369	0	0	0	0	200,369
Total Capital Funds		992,612	0	0	0	33,137	1,025,750
UNRESTRICTED FUNDS							
General	12	0	90,285	76,884	(13,401)	0	0
Mission		0	0	19,100	19,100	0	0
Other Funds:							
Repair		0	0	0	0	0	0
Church House letting		14,984	17,880	1,021	(5,699)	0	26,144
Other legacies/gifts		12,196	0	0	0	0	12,196
Children's & youth work		7,905	1,958	281	0	0	9,583
Church Lunches		0	556	556	0	0	0
Sundry events		0	0	0	0	0	0
Parish Relief		266	0	0	0	0	266
Curacy		0	1,672	0	0	0	1,672
Total Unrestricted Funds		35,351	112,352	97,841	0	0	49,862
RESTRICTED FUNDS							
Flowers		662	219	177	0	0	703
Sundry collections & donations		0	415	415	0	0	0
Leavers' Bibles		164	626	463	0	0	327
Other minor funds		0	145	128	0	0	17
Total Restricted Funds		825	1,405	1,182	0	0	1,048
TOTAL Revenue Funds		36,176	113,757	99,024	0	0	50,910
TOTAL Capital and Revenue Funds		1,028,789	113,757	99,024	0	33,137	1,076,659

Restricted funds are wholly represented by cash reserves of the PCC. The purpose of each fund is outlined below:

- Freehold land & buildings (restricted) - capitalisation of refectory building costs.
- General - income and expenses relating to running of church.
- Mission - grants to mission partners at home and abroad, sourced from General Fund income.
- Repair - major maintenance & equipment expenditure (expended in 2019).
- Church House letting - letting income and expenses relating to nos. 1 & 2 Church House.
- Other legacies/gifts - for expending at PCC's discretion.
- Children's & youth work - mostly funded by income from invested capital of Arthur Clark legacy (see note 6).
- Church Lunches - income and expenditure relating to Sunday lunches.
- Sundry events - income and expenditure relating to special events (including Chorate) (none in 2020).
- Parish Relief - used at discretion of clergy to provide assistance in cases of social need.
- Curacy - dividend income and housing & travel expenses of Curate.
- Flowers - church flowers and other adornments.
- Sundry collections & donations - gifts for specific items and donations to charities not separately identified.
- Leavers' Bibles - given to Year 6 children on leaving St John's School.
- Other minor funds - primarily bibles/books bought by church members.

Any minor differences in totals are due to roundings.

Parochial Church Council of St John and St Stephen, Reading
Notes to the Financial Statements for the year ended 31 December 2020

12 ANALYSIS OF GENERAL FUND
(incl. Mission)

	2020	Comparison with 2019
	£	Higher/ Lower
Opening Balance	0	-
Income		
Donations	59,350	532: Lower
Tax Reclaim	13,533	623: Lower
Investment Income & bank interest	11,024	222: Higher
Other	6,379	1,764: Higher
Total Income	90,285	832: Higher
Expenditure		
Parish Share	48,383	5,380: Higher
Mission - note (a)	19,100	400: Lower
Other Outward Giving	2,600	2,600: Higher
Publicity	2,260	2,260: Lower
Personnel (incl. interregnum)	9,224	1,232: Lower
Entertainment/hospitality	339	1,313: Lower
Electricity, Gas & Water	2,200	1,060: Lower
Insurance, Repairs & Maintenance	5,225	5,264: Lower
Cleaning	2,241	3,269: Lower
Other Running Costs	4,412	1,406: Lower
Total Expenditure	95,984	8,223: Lower
Surplus/(Shortfall) before transfers	(5,699)	9,055: Lower
Transfers from / (to) other funds - note (b)	5,699	9,055: Lower
Net Total	0	-
Closing Balance	0	-

Any minor differences in totals are due to roundings.

Notes

- (a) All money given to mission is transferred from the General Fund.
(b) Transfers include £5,699 in 2020 and £14,736 in 2019 from the Church House Letting Fund in order to balance the General Fund to zero.

Parochial Church Council of St John and St Stephen, Reading
Notes to the Financial Statements for the year ended 31 December 2020

13 ANALYSIS OF OUTWARD GIVING

	2020 £	2019 £
Per Church's "Mission Giving"		
A Rocha	500	200
Christian Aid	2,250	2,700
Christian Community Action	500	-
Christians Against Poverty (CAP)	100	100
Church Missionary Society (CMS)	2,000	2,000
Circles UK	1,000	1,000
CTEER Schools Project (RE-Inspired)	750	500
Communicare	5,000	6,300
FAITH (ReadiFood)	2,000	1,000
International Nepal Fellowship	2,000	3,000
LAMB Healthcare Foundation (Bangladesh)	1,000	1,000
Legal Rights Partnership	250	-
Newtown gate project	-	100
Ras Morbat Clinic, Yemen	1,000	-
Reading Refugee Support Group	250	500
St John's School Projects	-	1,000
World Land Trust / Green Christian	500	100
Total "Mission Giving"	19,100	19,500
Other Outward Giving		
Bishop of Oxford's Outreach Fund	-	398
Christian Aid (via Church)	-	449
Churches in Reading Women's Centre	-	115
FAITH (Bed For a Night)	171	173
FAITH (ReadiFood)	-	163
International Nepal Fellowship	-	212
LAMB Healthcare Foundation (Bangladesh) - Chorate	-	655
Leprosy Mission	50	109
My Cancer My Choices (Chris Thorne memorial)	-	231
Peter & Nancy Crooks	365	-
Reading Deanery Synod *	2,500	-
Reading Refugee Support Group	-	166
St John's School (Bibles for School Leavers)	463	428
Simeon's Trustees *	100	-
World Land Trust / Green Christian	-	178
Yeldhall Manor	322	-
Other (incl. Parish Relief)	-	704
Total Other Outward Giving	3,971	3,981
GRAND TOTAL Outward Giving	23,071	23,481

* ex General Fund