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**Administrative Information**

St. Leonard's Church is part of the Diocese of Exeter within the Church of England. The correspondence address is St. Leonard's Church, Topsham Road, Exeter, EX2 4NG  
The Parochial Church Council (PCC) is a Registered Charity. Its registered number is 1128060. Its trustees are the members of the PCC.

PCC members who have served from 1 January 2020 to the Annual Meeting 2020:

**Clergy**

Simon Austen  
Chris Keane

**Churchwardens**

Wendy Meredith  
Alan Savage

**Deanery Synod** (until 30<sup>th</sup> November 2020)

Jan Croysdale  
Rachel Killick  
Martin King  
David Lotinga  
Richard Scott  
Wendy Meredith

**Elected PCC Members**

(2017-2020)

Alison Black  
Tom Richards  
Ed Surrey  
John Woolnough

(2018-2021)

Hannah Davies  
Martina Juma  
Alfreda Lake  
Jan Porteous  
Maureen Venning

(2019-2022)

Geoff Hanna  
Andrew Platt  
Neil Walker  
Vacancy

**Ex-officio**

Francis Sansbury (Diocesan Synod)

PCC members who have served from the Annual Meeting 2019 to the date this report was compiled:

**Clergy**

Simon Austen  
Chris Keane  
Paul Sutton

**Churchwardens**

Tom Richards  
Alan Savage

**Deanery Synod** (2020-2023)

Scott Bradridge  
Ruth Clarke  
Rachel Killick  
John Woolnough  
Vacancy

**Elected PCC Members**  
(2018-2021)

Hannah Davies  
Martina Juma  
Alfreda Lake  
Jan Porteous  
Maureen Venning

**(2019-2022)**

Geoff Hanna  
Andrew Platt  
Neil Walker  
Vacancy

**(2020-2023)**

David Lotinga  
Adrian Midmer  
Richard Scott

Vacancy

*(Existing 2020 vacancy)*

Vacancy

*(NB new vacancy in 2020 because of new representation rules)*

**Ex-officio**

Francis Sansbury (Diocesan Synod)

## Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The Standing Committee consists of the Rector, Associate Rector, Churchwardens and Treasurer. This is the only committee required by law and has the power to transact business of the PCC between its meetings, subject to any direction of the Council. It meets every other month or as required.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).<sup>1</sup>

## Objectives and Activities

The PCC supports the Rector in promoting the ministry and mission of the church. The mission of St Leonard's is to be obedient to the Lord Jesus's command recorded in Matthew Chapter 28 verses 16 to 20, by seeking to make Jesus known and equipping people to grow in maturity as disciples of Christ.

The powers conferred on the Council include the power to acquire, manage and administer property for church purposes and the power to frame an annual budget to finance the mission of the church. The Council is also given power, jointly with the Rector, to appoint and dismiss staff members and to determine their salaries and conditions of service.

The Church of England's objectives are:

- to enhance the Church's mission;
- to sustain and advance the Church's work in education, lifelong learning and discipleship;
- to enable the Church to select, train and resource the right people, both ordained and lay, to carry out public ministry and to encourage lay people in their vocation to the world; and
- to encourage the maintenance and development of the inherited fabric of church buildings for worship and service to the community

The PCC ensures that that church's life within the parish helps to fulfil those objectives, both locally and more widely through the support of mission partners.

The PCC is aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and has regard to it in its administration of the Parish. The PCC



believes that, by fulfilling its responsibility to work together with the Rector and co-operate in all matters of concern and importance for the promotion of the whole mission of the Church, pastoral, evangelistic and social, it provides a benefit to the public by:

- providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the church offers;
- promoting Christian values, and service by members of the church to the community, to the benefit of individuals and society as a whole.

The PCC is committed to enabling as many people as possible to worship at St. Leonard's Church on Sundays and to take part in midweek activities, bible studies and prayer meetings. The "Lens" publication details events at the church and is distributed to every home in the parish at least 4 times a year. In addition, the Rector contributes a regular column in the bi-monthly St. Leonard's Neighbourhood Association News and a comprehensive website is regularly updated.

### **Church Attendance**

The number on the Electoral Roll on 31st December 2020 was 314 (2019: 311). The average normal Sunday attendance (not including children under 16) was estimated to be 181 (2019: 392). (Note, the normal Sunday attendance figure is an average of adults attending church services in the building on Sundays in October 2020.)

### **Review of the Year**

The PCC met on six occasions during the year, four of which were on-line meetings (because of Covid19 restrictions) to discuss ministry matters and generally to transact the business of the Parish. The Standing Committee and sub-committees for Buildings, Finance and Mission Support met regularly, as and when required, presenting reports for discussion by the PCC to enable it to make informed decisions.

The PCC discussed: evangelism, staffing (including Ministry Assistants) ministry during the pandemic, the 'Living in Love and Faith' material (in preparation for its release), PCC property, the Rector's Sabbatical plans, audio-visual requirements, finance, buildings, health and safety and safeguarding.

All aspects of the church's ministry seek to fulfil the great commission of the Lord Jesus Christ; that is, to make disciples. The conviction of the church is that God will work by His Spirit to achieve His purposes. Our responsibility, as empowered by that Spirit is to set forth the truth plainly and clearly and to pray. To that end our authority in all matters of faith and conduct is the Bible.

The Sunday gatherings are our main focus, at which there is systematic teaching of the Bible. Decisions as to what to preach are made by the Rector and staff team, based on a number of criteria:

- i. The preaching history (stretching back to 1999), noting what has and has not been covered.
- ii. A balance across the year of Old Testament, New Testament Gospel and Epistle and Doctrine.
- iii. An awareness of the questions and concerns raised during regular pastoral ministry.

During 2020 the following books/topics have been studied:

Books of the Bible: Psalms 121-127, Isaiah 40-55, Matthew 5-10, Romans 8, 2 Corinthians 1-7, 1 Timothy.

Topical series: The Church

In addition, certain Sundays and particular times of the year have been dedicated to one-off sermons, such as at Easter, Christmas and Remembrance. The programme was significantly affected by the restrictions imposed by the Covid19 regulations, which means that several months over the early summer months, all services were pre-recorded and edited. We are very grateful for the weekly input of a number of people during this time, particularly Neil Warren.

It has been the Rector's pattern to link the morning and evening series with the Home Groups and women's and men's Bible studies so that no-one studies more than two books of the Bible at one time, but to maximise opportunities to study a book as thoroughly as possible. This also links with the work among young people. Most Bible studies groups continued during the restrictions, with many of these groups meeting on-line.

In addition to the regular Sunday gatherings, there is a prayer meeting (Centrepont) which was well attended, particularly when having to move to a zoom meeting. Despite restrictions, we were also able to do some training, continue the PGP course and run Christianity Explored. A weekly update was developed so that information could be shared and additional pastoral care was organised for those in need, particularly evident in a small team of much appreciated individuals who made and delivered cakes. Meetings of students and young people were restricted but still took place within the limitations, as did the 20s-30s group.

After several years in which we had been without a curate, an agreement was reached with the Diocese such that we were delighted to appoint Paul Sutton to a training post of curate this year. We welcomed Paul with his wife Genny and daughters Alice and Eloise in the summer, with Paul having recently completed training at Oak Hill Theological College. Notwithstanding the unusual circumstances created by the Covid-19 pandemic Paul immediately made an invaluable contribution to the ministry of the Church, including filling some of the gap left in the work among young people by Ed Surrey, our Youth Minister's departure. Ed Surrey left in late spring to take-up a position with CRU West in Perth Australia. Ed will be helping CRU West with its work taking Bible ministry into schools. While we will miss Ed and his family very much, we are pleased to continue supporting them regularly in prayer as one of our mission partners.

Although many regular and planned events had to be cancelled, we were able to continue much of the ministry in different forms, including the production of the Lens publication. The PCC remains committed to exploring the possibility of further staff, particularly for work with young



people and the extensive ministry among and to women, recognising the financial challenges that have come with the arrival of the Coronavirus pandemic. Booking numbers for services, when required by virtue of the restrictions, remained positive, and continued thought is being given to the possibility of a 4.00pm Sunday service.

### Financial Review

St. Leonard's total income was £466,338 (2019: £473,599) and expenditure £447,294 (2019: £517,709). This resulted in an overall surplus of £19,044 (2019: *shortfall of £44,110*).

During the year, grants totalling £88,500 (2019: £78,500) were received from the Larkbeare Christian Trust (LCT). Its use is restricted to supporting non-stipendiary staff and the Ministry Assistant programme and is not therefore available for general expenditure. During the year, LCT grants helped to fund the Ministry Assistant scheme and the costs of the PCC employing the Children's and Families' Minister, Associate Minister for Youth and the Church Office team.

The PCC had forecast a deficit budget for 2020, expecting that ongoing expenditure would be matched by an increase in giving. Whilst an increase in giving was seen, there was a reduction in staffing costs seen (partly due to the departure of the Youth Minister in June but reduced MA/other staff costs) and reduced buildings spend resulted in an overall surplus being seen. The PCC are forecasting a balanced budget for 2021.

### Reserves Policy

The Reserves Policy is to hold cash or similar liquid assets equivalent to a minimum of 3 months of normal expenditure, which recognises the PCC's desire to have a Reserves Policy that is both appropriate to the financial risks and circumstances of St Leonard's and in accordance with best practice for charities. This Reserves Policy was agreed by the PCC in May 2020, when reserves were below this desired level and on a declining trend. However, the Policy was agreed on the basis that the PCC will work towards rebuilding reserves and will then subsequently seek to maintain reserves at the equivalent to three months of normal expenditure.

Following an analysis of the historic Restricted Funds position, the Thomas Trust income from 2016 to 2018 was transferred to General Funds, to accurately reflect the correct position. Also, specific items purchased in 2015 and 2019 had not been transferred from Restricted Funds. Additional purchase of Sound/Streaming equipment was made in December 2020. Therefore, as at 31st December 2020 funds available for general use (Note 14) were £134,394 (2019 £76,182), equivalent to around 3.5 months expenditure.

### Risk Assessment

The PCC, Finance Committee and staff consider the risks pertaining to the church and its activities and monitor these. The most significant risks relate to our buildings and to the people, including staff, who use and attend them. The policies with Ecclesiastical Insurance Group provide adequate insurance cover for all the buildings for which the PCC is responsible and for

other matters such as employer's and public liability. Policies on Health and Safety and Safeguarding are kept under regular review by the PCC.

### Plans for Future Periods

Looking ahead, the PCC anticipates further discussion about expansion of ministry with regards to staffing, finance including the diocesan parish share, buildings and the issues which face the Church of England in coming months and years. Our concern is always to do that which will most help people to come to faith and grow in faith. Through prayer and the ministry of the word we trust God's work through Jesus, by His Spirit, all done for His glory.

### Statement of the PCC's Responsibilities

The PCC is responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Charity law requires the PCC to prepare financial statements for each financial year. Under that law the PCC has elected to prepare financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements the PCC is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that these financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the charity's assets and taking reasonable steps for the prevention and protection of fraud and other irregularities.



Alan Savage - PCC Vice-Chairman

March 2021



**Statement of Financial Activities (SOFA)**

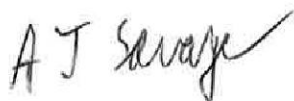
|                                                       |   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Endowment<br>funds<br>£ | Total funds<br>£ | Prior year<br>funds<br>£ |
|-------------------------------------------------------|---|----------------------------|--------------------------|-------------------------|------------------|--------------------------|
| <b>Incoming resources</b>                             |   |                            |                          |                         |                  |                          |
| Incoming resources from generated funds               |   |                            |                          |                         |                  |                          |
| -Voluntary income                                     | 2 | 324,241                    | 3,338                    | -                       | 327,579          | 316,521                  |
| -Activities for generating funds                      | 4 | 2,944                      | -                        | -                       | 2,944            | 10,153                   |
| -Investment income                                    | 3 | 30,236                     | 8,275                    | -                       | 38,511           | 18,367                   |
| Incoming resources from charitable activities         | 4 | 8,361                      | -                        | -                       | 8,361            | 50,057                   |
| Other incoming resources                              | 5 | 443                        | 88,500                   | -                       | 88,943           | 78,500                   |
| <b>Total incoming resources</b>                       |   | <b>366,225</b>             | <b>100,113</b>           | <b>-</b>                | <b>466,338</b>   | <b>473,599</b>           |
| <b>Resources used</b>                                 |   |                            |                          |                         |                  |                          |
| Charitable activities                                 | 6 | 358,394                    | 88,900                   | -                       | 447,294          | 517,709                  |
| Governance costs                                      |   | -                          | -                        | -                       | -                | -                        |
| Other resources used                                  |   | -                          | -                        | -                       | -                | -                        |
| <b>Total resources used</b>                           |   | <b>358,394</b>             | <b>88,900</b>            | <b>-</b>                | <b>447,294</b>   | <b>517,709</b>           |
| <b>Net income / (expenditure)</b>                     |   | <b>7,831</b>               | <b>11,213</b>            | <b>-</b>                | <b>19,044</b>    | <b>(44,110)</b>          |
| <b>Transfers</b>                                      |   |                            |                          |                         |                  |                          |
| Gross transfers between funds – in                    |   | 50,381                     | -                        | -                       | -                | -                        |
| Gross transfers between funds - out                   |   | -                          | (50,381)                 | -                       | -                | -                        |
| <b>Net income / (expenditure)</b>                     |   | <b>58,212</b>              | <b>(39,168)</b>          | <b>-</b>                | <b>19,044</b>    | <b>(44,110)</b>          |
| <b>Other recognised gains/losses</b>                  |   |                            |                          |                         |                  |                          |
| Gains/losses on investment assets                     |   | -                          | -                        | 7,974                   | 7,974            | 42,029                   |
| Gains on revaluation, fixed assets, charity's own use |   | -                          | -                        | -                       | -                | -                        |
| <b>Net movement in funds</b>                          |   | <b>58,212</b>              | <b>(39,168)</b>          | <b>7,974</b>            | <b>27,018</b>    | <b>(2,081)</b>           |
| <b>Reconciliation of funds</b>                        |   |                            |                          |                         |                  |                          |
| Total funds brought forward                           |   | 76,182                     | 39,168                   | 1,366,269               | 1,481,594        | 1,483,674                |
| Total funds carried forward                           |   | <b>134,394</b>             | <b>0</b>                 | <b>1,374,217</b>        | <b>1,508,611</b> | <b>1,481,594</b>         |

## Balance Sheet

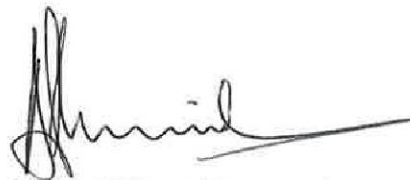
|                                                     |             | 2020                  | 2019                  |
|-----------------------------------------------------|-------------|-----------------------|-----------------------|
|                                                     |             | £                     | £                     |
| <b>Fixed Assets</b>                                 | <b>Note</b> |                       |                       |
| Tangible assets                                     | <b>7</b>    | 1,122,307             | 1,114,199             |
| Investments                                         | <b>8</b>    | <u>279,218</u>        | <u>271,244</u>        |
|                                                     |             | <b>1,401,525</b>      | <b>1,385,443</b>      |
| <b>Current assets</b>                               |             |                       |                       |
| Stocks & works in progress                          |             | 577                   | 819                   |
| Debtors                                             | <b>9</b>    | 6,998                 | 12,462                |
| Cash at bank and in hand                            |             | <u>146,499</u>        | <u>130,548</u>        |
|                                                     |             | <b>154,074</b>        | <b>143,829</b>        |
| <b>Creditors: amounts falling due within 1 year</b> | <b>10</b>   | (9,988)               | (10,678)              |
| <b>Net current assets</b>                           |             | <b><u>144,086</u></b> | <b><u>133,151</u></b> |
| <b>Total assets less current liabilities</b>        |             | <b>1,545,611</b>      | <b>1,518,594</b>      |
| Provisions for liabilities                          | <b>11</b>   | (37,000)              | (37,000)              |
| <b>Net assets</b>                                   |             | <b>1,508,611</b>      | <b>1,481,594</b>      |
| <b>Represented by:</b>                              |             |                       |                       |
| Unrestricted funds                                  |             | 134,394               | 76,182                |
| Restricted funds                                    |             | 0                     | 39,168                |
| Capital funds                                       |             | 1,374,217             | 1,366,244             |
|                                                     |             | <b>1,508,611</b>      | <b>1,481,594</b>      |
| <b>Funds of the church</b>                          |             |                       |                       |

The notes on pages 9 to 15 form part of these accounts

Approved by the Parochial Church Council on 8th March 2021 and signed on its behalf by:



Alan Savage (PCC Vice-Chairman)



Adrian Midmer (Treasurer)

## Notes to the accounts

### 1 Accounting Policies

#### a) **Basis of accounting**

These Accounts have been prepared under the Church Accounting Regulations 2006 in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The accounts are prepared under the historical cost convention except for the valuation of investment and property assets, which are shown at market value.

The PCC meets the definition of a public benefit entity under FRS 102.

The trustees consider that there are no material uncertainties about the ability to continue as a going concern.

#### b) **Statement of Compliance**

The financial statements have been prepared in accordance with FRS 102 – the Financial Reporting Standard applicable in the UK and Republic of Ireland. There are no material departures from FRS 102.

#### c) **Funds**

The **General Fund** represents the 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 use by the PCC are also unrestricted. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

The **Thomas Ministry Fund** receives income restricted 'for the support of the ministry within St Leonard's'. This is transferred to the St Leonard's General Fund for the support of clergy expenses, the salary and expenses of non-clergy employed staff and expenses paid to visiting preachers. The amount necessary to meet these expenses is transferred each year.

The **Larkbeare Christian Trust** is a restricted fund, which makes grants to the PCC in order to help fund the Ministry Assistant training programme and the costs of other non-stipendiary staff. During the year grants amounting to £88,500 were received for this purpose.

The **Property Fund** and the **Investment Fund** are capital funds consisting of the properties and endowment funds described in notes 2 and 3.

#### d) **Incoming Resources**

##### d i) *Voluntary Income and Capital Sources*

Donations are recognised when received by or on behalf of the PCC. Income tax recoverable on Gift



Aid donations is recognised when the associated donation is recognised.

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 ultimate receipt by the PCC is reasonably certain. Funds raised by fundraising events are accounted for gross. Bookstall sales are accounted for gross.

**d ii) Other Income**

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

**d iii) Income from Investments**

Dividends are accounted for when due and payable and interest entitlements as they accrue.

**d iv) Gains and Losses on Investments**

Realised gains or losses are recognised when investments are sold. Unrealised gains and losses are accounted for on revaluation of investments at 31 December.

**e) Resources Used**

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

**f) Fixed Assets**

**f i) Other Fixtures, Fittings, Office Equipment and Telephone System**

Equipment used within the church premises is depreciated on a straight-line basis over 4 years, except for the Church Centre heating boilers, which were replaced in 2016 and are depreciated over 10 years. Equipment with a purchase price of £1,000 or less is written off when acquired.

**f ii) Property**

Staff houses are shown at market value, assessed as at 31<sup>st</sup> December 2018. Formal valuations are normally obtained every five years, but are updated in the event of abnormal fluctuations in the property market or other material changes in circumstances. No value has been included for the cultivated part of the churchyard adjacent to Larkbeare Road.

**g) Investments**

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

**h) Current Assets**

Amounts due at the year-end in respect of fees, rents or other income are shown as debtors.

## i) Financial Instruments

The PCC only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. The PCC currently holds debtors and creditors.

|                                         | Unrestricted<br>Funds<br>£ | 2020<br>Restricted<br>Funds<br>£ | Total<br>Funds<br>£ | 2019<br>Total<br>Funds<br>£ |
|-----------------------------------------|----------------------------|----------------------------------|---------------------|-----------------------------|
| <b>2 Voluntary income</b>               |                            |                                  |                     |                             |
| Planned giving:                         |                            |                                  |                     |                             |
| <i>Gift Aided donations</i>             | 168,184                    | -                                | 168,184             | 164,297                     |
| <i>Tax recoverable thereon</i>          | 43,286                     | -                                | 43,286              | 41,084                      |
| <i>Charity vouchers</i>                 | 64,861                     | -                                | 64,861              | 57,866                      |
| <i>Other planned giving</i>             | 39,766                     | -                                | 39,766              | 36,630                      |
| Collections                             | 2,786                      | -                                | 2,786               | 8,466                       |
| Gift Aid on Small Donations             | 674                        | -                                | 674                 | 1,694                       |
| <b>Planned and regular giving</b>       | <b>319,557</b>             | <b>-</b>                         | <b>319,557</b>      | <b>310,037</b>              |
| Non-recurring donations:                |                            |                                  |                     |                             |
| <i>Gift Aided donations</i>             | 2,135                      | 2,350                            | 4,485               | 2,395                       |
| <i>Tax reclaimed</i>                    | 534                        | 588                              | 1,122               | 599                         |
| Other donations                         | 757                        | 400                              | 1,157               | 3,490                       |
| Legacies                                | 1,258                      | -                                | 1,258               | -                           |
| <b>Total voluntary income</b>           | <b>324,241</b>             | <b>3,338</b>                     | <b>327,579</b>      | <b>316,521</b>              |
| <b>3 Investment &amp; rental income</b> |                            |                                  |                     |                             |
| 63 Cedars Rd. & other rents             | 29,820                     | -                                | 29,820              | 9,250                       |
| Interest from bank accounts             | 89                         | -                                | 89                  | 285                         |
| Thomas Trust income                     | -                          | 8,275                            | 8,275               | 8,512                       |
| Other Trust income                      | 327                        | -                                | 327                 | 320                         |
|                                         | <b>30,236</b>              | <b>8,275</b>                     | <b>38,511</b>       | <b>18,367</b>               |

The endowment funds are held in UK common investment funds (CBF Investment Fund and M&G Charifund) with the Diocesan Board of Finance as custodian trustee and are detailed in Note 8. The Thomas bequest produces the Thomas Fund income. Other investments earn income for the General Fund. One house was let on an Assured Shorthold Tenancy while not required by the church as staff or ministry assistant accommodation.

**4 Income from church activities**

|                                     | 2020          | 2019          |
|-------------------------------------|---------------|---------------|
|                                     | £             | £             |
| Toddlers Income                     | 794           | 2,606         |
| Children/Youth Income               | 0             | 10            |
| Student Income                      | 417           | 2,012         |
| 20's & 30's Income                  | 0             | 333           |
| Dad & Co./Adult Income              | 22            | 57            |
| Special Event Income                | 2,650         | 11,862        |
| Church Weekend Away                 | 0             | 25,100        |
| Book Sales                          | 107           | 661           |
| Training & development              | 0             | 2,820         |
| Wedding & Funeral Fees              | 1,734         | 4,156         |
| Sundry income                       | <u>2,637</u>  | <u>440</u>    |
| Subtotal                            | 8,361         | 50,057        |
| Centre Bookings & churchyard income | <u>2,944</u>  | <u>10,153</u> |
|                                     | <b>11,305</b> | <b>60,210</b> |

**5 Other incoming resources**

|                                                          | £             | £             |
|----------------------------------------------------------|---------------|---------------|
| Grants from Larkbeare Christian Trust (Restricted Funds) | 88,500        | 78,500        |
| Insurance claims (Unrestricted Funds)                    | <u>443</u>    | <u>-</u>      |
|                                                          | <b>88,943</b> | <b>78,500</b> |

**6 Cost of church activities**

|                                           | £              | £              |
|-------------------------------------------|----------------|----------------|
| Common fund contribution                  | 201,298        | 195,000        |
| Staff Costs (see also note 6a)            | 130,188        | 122,869        |
| Buildings & Other Property Maintenance    | 11,134         | 46,223         |
| Donations to Mission Partners & Agencies  | 64,740         | 69,828         |
| Church & Centre utilities                 | 7,966          | 9,505          |
| Church & Centre insurance & running costs | 9,462          | 12,721         |
| Photocopying & printing                   | 1,388          | 3,410          |
| Telephone, website & IT support           | 3,215          | 2,851          |
| General expenses                          | 1,471          | 1,261          |
| Ministry                                  | 2,430          | 10,694         |
| Church Weekend Away                       | 0              | 25,622         |
| Special Events                            | 4,350          | 9,794          |
| Bookstall Costs & Other Books             | 383            | 1,387          |
| Copyright fees                            | 1,498          | 1,304          |
| Depreciation                              | 4,354          | 4,337          |
| Sundry expenses                           | 2,985          | 607            |
| Legal and professional fees               | 0              | 296            |
| Specific items expenditure                | <u>432</u>     | <u>0</u>       |
|                                           | <b>447,294</b> | <b>517,709</b> |



## 6a Staff Costs

|                                          | 2020           | 2019           |
|------------------------------------------|----------------|----------------|
|                                          | £              | £              |
| Gross salaries                           | 81,997         | 74,682         |
| Ministry Assistants' allowances          | 16,685         | 16,870         |
| Employers' National Insurance            | 2,758          | 2,624          |
| Pension Contributions                    | 12,808         | 11,672         |
| Housing costs                            | 14,133         | 10,602         |
| Staff training, development and expenses | 1,807          | 6,419          |
|                                          | <u>130,188</u> | <u>122,869</u> |

The average number of employees during the year was 4.5 of whom 2 were part time (2019: 5, of whom 3 part time). No employee earned total emoluments exceeding £60,000 in the year.

None of the trustees or any persons connected with them received any remuneration during the period save that during the year the Associate Minister for Youth Work received a total salary of £13,009 (plus pension contributions of £2,530), the Children's and Families' Minister £34,343 (plus pension contributions of £4,335) and the Church Manager £24,946 (plus pension contributions of £4,189) under their respective contracts of employment. 5 trustees were reimbursed a total of £1,498 (2019: 3 / £2,694) for expenses incurred in the line of their duties. These are included in staff costs.

Of the staff costs, £88,900 has been covered by giving through Restricted Funds.

## 7 Tangible fixed assets

| Cost or Valuation      | Property<br>£    | Equipment<br>£ | Total<br>£       |
|------------------------|------------------|----------------|------------------|
| As at 1 January 2020   | 1,095,000        | 53,990         | 1,148,990        |
| Additions              | -                | 12,479         | 12,479           |
| As at 31 December 2020 | <u>1,095,000</u> | <u>66,469</u>  | <u>1,161,469</u> |
| <b>Depreciation</b>    |                  |                |                  |
| As at 1 January 2020   | -                | 34,808         | 34,808           |
| Charge for the year    | -                | 4,354          | 4,354            |
| As at 31 December 2020 | <u>-</u>         | <u>39,162</u>  | <u>39,162</u>    |
| <b>Net Book Value</b>  |                  |                |                  |
| As at 1 January 2020   | <u>1,095,000</u> | <u>19,199</u>  | <u>1,114,199</u> |
| As at 31 December 2020 | <u>1,095,000</u> | <u>27,307</u>  | <u>1,122,307</u> |

The 3 houses owned by the PCC were valued in 2018 by Southgate Estates, with the previous valuations from 2011 shown in brackets, as follows:

|                       |                     |
|-----------------------|---------------------|
| 27 Barnardo Road      | £450,000 (£285,000) |
| 63 Cedars Road        | £335,000 (£245,000) |
| 26 St. Leonard's Ave. | £310,000 (£220,000) |

## 8 Investments

|                                  | Other         | 2020<br>Thomas<br>Trust | Total          | 2019<br>Total  |
|----------------------------------|---------------|-------------------------|----------------|----------------|
|                                  | £             | £                       | £              | £              |
| Market value at 1 January 2020   | 10,691        | 260,553                 | 271,244        | 229,215        |
| Revaluations                     | 700           | 7,274                   | 7,974          | 42,029         |
| Market value at 31 December 2020 | <u>11,391</u> | <u>267,827</u>          | <u>279,218</u> | <u>271,244</u> |

The Thomas Trust is a restricted endowment fund – see Note (c) in accounting policies and Note 3 concerning where the funds are invested.

## 9 Debtors

|                       | 2020<br>£    | 2019<br>£     |
|-----------------------|--------------|---------------|
| Debtors               | 2,510        | 1,797         |
| Legacy income accrued | -            | -             |
| Prepayments           | 1,035        | 150           |
| Accounts payable      | -            | 113           |
| Gift aid tax owing    | <u>3,453</u> | <u>10,402</u> |
|                       | <u>6,998</u> | <u>12,462</u> |

## 10 Creditors: Amounts falling due within one year

|                     | 2020<br>£    | 2019<br>£     |
|---------------------|--------------|---------------|
| Creditors           | 9,226        | 8,679         |
| Diocesan fees       | 638          | 377           |
| Receipts in advance | <u>124</u>   | <u>1,622</u>  |
|                     | <u>9,988</u> | <u>10,678</u> |

## 11 Provisions for liabilities

|                     | Total<br>£    |
|---------------------|---------------|
| At 1 January 2020   | 37,000        |
| Utilised            | -             |
| At 31 December 2020 | <u>37,000</u> |

## 12 Related party transactions

There were no transactions undertaken by or on behalf of the PCC in which a connected person or other related party had a material interest. During 2020 the PCC received £39,494.11 in donations from trustees (PCC members) and their close relatives. The donors did not attach any conditions to their gifts which required the charity (PCC) to alter the nature of its existing activities.

### 13 Financial commitments

At 31 December 2020 the charity had no financial commitments (2019 - £Nil).

### 14 Funds

|                                 | Opening<br>£            | Net<br>resources<br>£ | Transfers<br>£  | Gains/<br>losses<br>£ | Closing<br>£            |
|---------------------------------|-------------------------|-----------------------|-----------------|-----------------------|-------------------------|
| <b>Unrestricted funds</b>       |                         |                       |                 |                       |                         |
| General fund – St Leonard's     | 76,182                  | 7,831                 | 50,381          | -                     | 134,394                 |
| <b>Total unrestricted funds</b> | <u>76,182</u>           | <u>7,831</u>          | <u>50,381</u>   | <u>-</u>              | <u>134,394</u>          |
| <b>Restricted funds</b>         |                         |                       |                 |                       |                         |
| St. Leonard's                   | 39,168                  | 11,213                | (50,381)        | -                     | -                       |
| Other                           | -                       | -                     | -               | -                     | -                       |
| <b>Total restricted funds</b>   | <u>39,168</u>           | <u>11,213</u>         | <u>(50,381)</u> | <u>-</u>              | <u>-</u>                |
| <b>Capital funds</b>            |                         |                       |                 |                       |                         |
| Property fund                   | 1,095,000               | -                     | -               | -                     | 1,095,000               |
| Investment fund                 | 271,244                 | -                     | -               | 7,974                 | 279,218                 |
| <b>Total capital funds</b>      | <u>1,366,244</u>        | <u>-</u>              | <u>-</u>        | <u>7,974</u>          | <u>1,374,218</u>        |
| <b>TOTAL FUNDS</b>              | <u><b>1,481,594</b></u> | <u><b>19,044</b></u>  | <u><b>-</b></u> | <u><b>7,974</b></u>   | <u><b>1,508,611</b></u> |



**Independent Examiner's report to the PCC of St Leonard's Church**

I report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 7 to 15.

**Respective responsibilities of the PCC and independent examiner**

As members of the PCC you are responsible for the preparation of the accounts; you 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:

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

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC 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 you as PCC members 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act

have not been met; or

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

Signed:



Date:

25 April 2021

David Tolhurst ACA  
11 Lilley Walk  
Honiton  
Devon EX14 2EA