

The PCC of St Michael's, Framlingham
Annual Report and Financial Statements
for the year to 31 December 2023

Aim and purposes:

St. Michael's Parochial Church Council (PCC) has the responsibility of co-operating with the Rector, the Reverend Christopher Davey, in promoting the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Church of St Michael and Castle Community Rooms.

Administrative information:

St. Michael's is part of the Diocese of St Edmundsbury and Ipswich within the Church of England. The correspondence address is The Church Office, Castle Community Rooms, Church Street, Framlingham IP13 9BQ. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and became a registered charity on 23rd February 2009, Charity Number 1128206, with the Charity Commission.

PCC members who have served from the Annual Parish Meeting in 2023 are:

Elected Members:

Peter Lamb
Adrian Morgan
Margaret Wilkins
Wendy Phelan
Edith Peck
Jeffery Burt
Chris Wasmuth
Catherine Johnson
Caroline Foster (Vice Chair)
Alan Rabjohn
Sabrina Crooks
Linda Shelley

Incumbent:

Christopher Davey

Associate Priest:

Mary Lamb

Readers:

Edith Peck
Terry Gilder

Warden:

Caroline Foster

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Deanery Synod:

Sandra Whalley-Maude
Alan Rabjohn
Edith Peck

Objectives and Activities:

The PCC is committed to encouraging people to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through sacrament, scripture, prayer and music.

When planning our activities, the incumbent and the PCC work together to enable Christian people to live out their faith as part of our parish community through:

- o Worship and prayer;
- o Learning about the Gospel;
- o Developing their knowledge and trust in God;
- o Provision of pastoral care for people living in the parish;
- o Work with children and young people;
- o Missionary and outreach work.

In addition to this the PCC exercise their responsibility to maintain the fabric of our Church of St. Michael and Castle Community Rooms.

Achievements and Performance

Worship and Prayer:

A range of services is offered on Sundays and during the week and over the course of the year that endeavour to meet the spiritual needs of our community.

For example, Sunday morning 8.00am Book of Common Prayer Communion provides a quiet, and reflective environment for traditional worship.

The main service on Sundays is the 9.30 Parish Eucharist which is enhanced by a sermon and music provided by our choir and organ. On the first Sunday of the month a different style of service is held, a Family Communion, which is more inclusive and specifically welcomes children and young people to be totally engaged in the worship. Families of our Sing Praise Children's choir regularly attend this service and the Sing Praise choir sing as part of it. A mid-week Holy Communion service is held at 10.30 a.m. each Wednesday. The Major Feast Days of the Church's year are observed throughout the year.

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As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping.

Many people are involved in the spiritual and practical work of the parish and this is how it should be as we use our gifts together and respond to the challenges and opportunities of a considerable growth in the population of the town.

Growing in God – Our Mission in Framlingham:

The PCC continue to focus on growth and particularly service both to the town but also the wider community. During the year we supported local and international charities with financial donations. We continue to be a collection point for the local food banks and with other churches help deliver supplies to local families. Our twice monthly coffee morning, Toast Rack, welcomes people into church for refreshment and community.

Deanery Synod:

Three members of the PCC sit on the Deanery Synod. This provides the PCC with important links between the parish and the wider structures of the church.

The Church:

Our church is open to our community for private prayer during daylight hours throughout the year. During 2023 work on the issues identified in the Quinquennial inspection continued.

The Church Yard wall which remains the responsibility of the PCC even though the church yard closed over twenty years ago collapsed in the autumn of 2021. This will present a large challenge for the PCC who will need to plan for its rebuilding and, as no insurance claim is associated with the collapse, will need to secure funding for the rebuilding and repair. Funding will need to come from grant making bodies as we don't have the financial resources ourselves.

Huge thanks are owed to Caroline Foster and Graham Haerle and those who assist them and who have helped doing repairs large and small spending their time to save us considerable amounts of money.

Castle Community Rooms:

Has now been open for over a year, managed by a community management committee. Use of the hall is very good and large numbers of people are hiring the space for a number of activities.

A restricted fund and associated bank account remain in place for this project.

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Ecumenical Relationships:

The church is a member of Churches Together in Framlingham. It meets regularly to discuss matters relating to all the churches in Framlingham, and to plan and implement joint activities.

Financial Review:

There has been an Independent Examination of the accounts. The total receipts on ordinary (unrestricted) funds were £96,272 (2022: £107,016) and are detailed in the Financial Statements. £95,758 (2022: £107,819) was spent to provide the Christian Ministry from St Michaels Church, which includes the contribution of £52,000 (2022: £58,000) to the Diocesan Parish Share. Net incoming resources for the year, taking into account restricted and designated funds, reflected an excess of income over expenditure of £61,058 (2022: £63,938).

Reserves policy:

The PCC's reserves policy is to seek to hold £20k in unrestricted reserves to cover running costs in the event of a major problem, and a building repair reserve of £15k to cover the outcome of any urgent work identified.

Our thanks to our treasurer Margaret Wilkins who has so ably managed the church's accounts and its finances, and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.

Volunteers:

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is, helping the worship, the caring, our learning and our building.

Structure, governance and management:

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Michael's the membership of the PCC consists of the incumbent, associate priest, reader, churchwardens, Deanery Synod representatives, and members elected by those members of the congregation who are on the electoral roll of the church. The PCC from time to time appoints co-opted members. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

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 9 times during the year.

Thanks to those who have served and contributed to our shared life and development.

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Approved by the PCC on April 2024 and signed on their behalf by:

Revd. Chris Davey (Rector)

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Independent examiner's report to the members of the Parochial Church Council of St Michael's, Framlingham ('the PCC')

This report has been prepared following an independent examination of the accounts of the PCC for the year ended 31 December 2023, in accordance with section 145 of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006 ('the Regulations').

Responsibilities of members of the PCC

As members of the PCC, you are responsible for maintaining proper accounting records and for preparing accounts which have been prepared in accordance with the Regulations.

You are also responsible for determining whether, in respect of the year (and the preceding two years), the PCC meets the conditions for exemption from an audit of the accounts set out in section 144(1) of the Act and the Regulations, and for providing me with information and explanations required for my examination.

Responsibilities of the independent examiner

As an independent examiner I have a statutory duty to state in my report whether any matter has come to my attention in connection with the examination which gives me reasonable cause to believe that in any material respect:

- accounting records have not been properly kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records or do not comply with the Regulations.

I also have a statutory duty to disclose in my report matters coming to my attention in connection with the examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Scope of the independent examiner's work

My work was carried out in accordance with general directions setting out the duties of an independent examiner issued by the Charity Commission and as contained in the Church guidance.

My examination included a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also included a review of the accounts and consideration of any unusual items or disclosures identified and seeking explanations from the PCC concerning any such matters.

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Independent examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Regulations other than any requirement that the accounts give a true and fair view, which is not a matter considered as part of an independent examination.

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

Dominic Carter
FCA

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds £	Restricted funds £	Designated funds £	Total 2023 £	Total 2022 £
INCOMING RESOURCES						
Incoming resources from donors	2a	71,548	2,809	-	74,357	85,459
Other voluntary incoming resources	2b	5,275	108,065	771	114,110	109,986
Incoming resources from operating activities						
To further the PCC's objectives	2c	9,405	290	26,840	36,536	11,455
To generate funds	2d	867	3,685	-	4,552	2,423
Income from investment	2e	617	417	-	1,033	449
Other incoming resources	2f	8,561	1,317	-	9,877	5,367
Total incoming resources		96,272	116,581	27,611	240,465	215,139
RESOURCES EXPENDED						
Cost of generating funds	3a	-	846	16,662	17,508	1,177
Activities directly relating to the work of the Church	3b	72,647	65,321	820	138,788	132,848
Governance costs	3c	23,111	-	-	23,111	17,175
Total resources expended		95,758	66,167	17,482	179,407	151,201
Net incoming resources		514	50,414	10,129	61,058	63,938
Gain on investments		-	261	-	261	(365)
		514	50,675	10,129	61,319	63,573
Balance brought forward at 1 January 2023		55,730	224,001	6,460	286,190	222,617
Transfer between funds		-	5,474	(5,474)	-	-
Balance carried forward at 31 December 2023		56,244	280,150	11,115	347,510	286,190

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BALANCE SHEET AS AT 31 DECEMBER 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	5	1,206,664	1,203,979
Investments	6	3,011	2,750
		<u>1,209,675</u>	<u>1,206,729</u>
CURRENT ASSETS			
Stock		2,600	2,800
Debtors	7	17,648	18,952
Cash at bank and in hand		147,827	165,694
		<u>168,075</u>	<u>187,446</u>
CREDITORS			
Amounts falling due within one year	8	(75,218)	(118,855)
Amounts falling due after more than one year	8	(955,022)	(989,130)
NET ASSETS		<u>347,510</u>	<u>286,190</u>
FUNDS			
Unrestricted	4	56,244	55,730
Restricted	4	280,150	224,001
Designated	4	11,115	6,460
		<u>347,510</u>	<u>286,190</u>

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NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

a Basis of preparation

The accounts have been prepared under the historical cost convention.

b Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Designated funds are unrestricted funds earmarked for particular purposes.

c Fixed assets

Investments held as fixed assets are revalued at market value at the balance sheet date.

The gain or loss is taken to the Statement of Financial Activities.

Land and buildings are initially measured at cost and subsequently cost less depreciation.

The annual depreciation charge is calculated based on the estimated useful life and the estimated residual value of the asset.

d Capital grants

Income from capital grants is recognised on the accrual model of grant accounting. The grant income is initially recognised as a deferred income creditor and released to the Statement of Financial Activities over the useful life of the asset.

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NOTES TO THE ACCOUNTS

2. INCOMING RESOURCES

	Unrestricted funds £	Restricted funds £	Designated funds £	Total 2023 £	Total 2022 £
2a. Incoming resources from donors					
Committed giving under Gift Aid	42,843	-	-	42,843	44,019
Committed giving not gift aided	5,946	2,809	-	8,755	19,160
Planned giving via pew envelopes	3,922	-	-	3,922	2,399
Planned giving - income tax recovered	15,215	-	-	15,215	14,930
Income tax recoverable	-	-	-	-	1,683
Collection plate	3,622	-	-	3,622	3,268
	<u>71,548</u>	<u>2,809</u>	<u>-</u>	<u>74,357</u>	<u>85,459</u>
2b. Other voluntary incoming resources					
Grants	224	250	-	474	1,349
Flowers	-	-	771	771	4,410
Donations/appeals	5,051	-	-	5,051	6,226
Castle Community Rooms	-	88,413	-	88,413	86,689
Sing Praise	-	10,053	-	10,053	11,311
GeeWizz	-	7,000	-	7,000	-
East Anglian Academy	-	2,349	-	2,349	-
	<u>5,275</u>	<u>108,065</u>	<u>771</u>	<u>114,110</u>	<u>109,986</u>
2c. Incoming resources from operating activities to further PCC objectives					
Church lettings	175	290	-	465	1,195
Church Hall lettings	-	-	26,840	26,840	-
Other fees	4,786	-	-	4,786	4,892
Wall safe	4,444	-	-	4,444	5,367
	<u>9,405</u>	<u>290</u>	<u>26,840</u>	<u>36,536</u>	<u>11,455</u>
2d. Incoming resources from operating activities to generate funds					
Other fund raising	867	3,685	-	4,552	2,423
	<u>867</u>	<u>3,685</u>	<u>-</u>	<u>4,552</u>	<u>2,423</u>
2e. Income from investment					
Investment income	617	417	-	1,033	449
	<u>617</u>	<u>417</u>	<u>-</u>	<u>1,033</u>	<u>449</u>
2f. Other incoming resources					
Clergy expenses	24	-	-	24	93
VAT refunds	173	-	-	173	3,289
Utilities	8,364	-	-	8,364	968
Printing and stationery	-	-	-	-	3
Bell ringers	-	1,317	-	1,317	1,015
	<u>8,561</u>	<u>1,317</u>	<u>-</u>	<u>9,877</u>	<u>5,367</u>
Total incoming resources	<u>96,272</u>	<u>116,581</u>	<u>27,611</u>	<u>240,465</u>	<u>215,139</u>

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3. RESOURCES EXPENDED

	Unrestricted funds £	Restricted funds £	Designated funds £	Total 2023 £	Total 2022 £
3a. Costs of generating funds					
Fund raising	-	846	-	846	713
Church hall expenses	-	-	16,662	16,662	464
	-	846	16,662	17,508	1,177
3b. Activities directly relating to work of Church					
Diocesan Parish Share	52,000	-	-	52,000	58,000
Clergy expenses	638	-	-	638	243
Church running expenses	11,474	-	-	11,474	5,806
Insurance	4,458	-	-	4,458	4,177
Church maintenance	4,013	9,400	-	13,413	20,656
Donations	-	1,100	-	1,100	1,146
Flowers	-	-	820	820	1,753
Wedding fees	-	1,247	-	1,247	640
Other FOSM expenditure	-	-	-	-	7,289
Castle Community Rooms	-	3,422	-	3,422	16,388
Depreciation - building	-	30,704	-	30,704	-
Depreciation - fixtures, fittings and equipment	-	1,807	-	1,807	-
Sing Praise	-	13,733	-	13,733	16,560
GeeWizz	-	3,528	-	3,528	-
East Anglian Academy	-	250	-	250	-
Bank charges	64	131	-	195	192
	72,647	65,321	820	138,788	132,848
3c. Governance costs					
Printing and stationery	586	-	-	586	1,240
Administrator	5,724	-	-	5,724	5,616
Miscellaneous costs	16,802	-	-	16,802	10,319
	23,111	-	-	23,111	17,175
Total resources expended	95,758	66,167	17,482	179,407	151,201

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4. FUND SUMMARY

	As at 1.1.23	Surplus/ (deficit)	Transfer	As at 31.12.23
	£	£	£	£
Unrestricted Funds				
PCC General Fund	55,730	514	-	56,244
Restricted Funds				
Tombs Fund	9,867	250	-	10,117
Friends of St Michael's Fund	37,848	(4,373)	-	33,475
Bells Fund	3,857	196	-	4,053
Friends of Delhi Brotherhood	479	(30)	-	449
Sing Praise	9,162	(3,681)	-	5,481
GeeWizz	-	3,472	-	3,472
East Anglian Academy	-	2,099	-	2,099
Castle Community Rooms	161,548	52,481	5,474	219,503
Gain/(loss) on investments	1,240	261	-	1,501
	224,001	50,675	5,474	280,150
Designated Funds				
Church Hall Fund	5,474	10,179	(5,474)	10,178
Church Flower	826	(50)	-	776
Food Bank	161	-	-	161
	6,460	10,129	(5,474)	11,115
	286,190	61,318	-	347,510

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5. TANGIBLE FIXED ASSETS

	Building	Fixtures, fittings and equipment	Total
	£	£	£
Cost			
At 31 December 2022	1,203,979	-	1,203,979
Additions	17,127	18,067	35,195
At 31 December 2023	1,221,106	18,067	1,239,174
Depreciation			
At 31 December 2022	-	-	-
Charged in year	30,704	1,807	32,510
At 31 December 2023	30,704	1,807	32,510
Net book value			
At 31 December 2022	1,203,979	-	1,203,979
At 31 December 2023	1,190,403	16,261	1,206,664

6. INVESTMENTS

The following investments are held with the Diocesan Board of Finance and the interest is paid into the church account.
The income from the Buckmaster charity is for the repair and maintenance, upkeep and improvement of the church.

The investments are included on the balance sheet at market value at 31 December and any gain or loss is taken to the Statement of Financial Activity.

	Buckmaster	Fabric & Organ	Bell Ropes	Total
	£	£	£	£
Value at 31 December 2022	154	139	2,457	2,750
Movement in valuation	15	13	233	261
Value at 31 December 2023	169	152	2,690	3,011

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7. DEBTORS

	2023	2022
	£	£
Tax recoverable from Gift Aid	12,148	16,952
Church Hall lettings	2,620	-
Prepayments	2,880	2,000
	<u>17,648</u>	<u>18,952</u>

8. CREDITORS

Amounts falling due within one year	2023	2022
	£	£
Other creditors	14,069	-
Accruals	27,040	84,177
Christmas collection charity donation	-	570
Deferred income	34,108	34,108
	<u>75,218</u>	<u>118,855</u>

Amounts falling due after more than one year	2023	2022
	£	£
Deferred income	955,022	989,130

Deferred income relates to capital grants accounted for on the accrual model. See also Note 1(d).

9. ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Designated	Total	Total
	Funds	Funds	Funds	2023	2022
	£	£	£	£	£
Tangible assets	-	1,206,664	-	1,206,664	1,203,979
Investments	-	3,011	-	3,011	2,750
Current assets	56,244	97,938	13,893	168,075	187,446
Creditors < 1 year	-	(72,440)	(2,778)	(75,218)	(118,855)
Creditors > 1 year	-	(955,022)	-	(955,022)	(989,130)
	<u>56,244</u>	<u>280,150</u>	<u>11,115</u>	<u>347,510</u>	<u>286,190</u>

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10. EMPLOYEES

	2023	2022
	£	£
During the year the number of employees paid for by the charity was:	<u>1</u>	<u>1</u>

	2023	2022
	£	£
Employment costs	<u>5,724</u>	<u>5,616</u>
Payment to highest paid employee	<u>5,724</u>	<u>5,616</u>

11. PAYMENTS TO TRUSTEES

	2023	2022
	£	£
During the year payments to trustees for services were as follows:	<u>17,231</u>	<u>11,223</u>

One trustee received payment for the provision of services to the charity. The services were provided on an arm's length basis and were in addition to normal trustee duties.

The expense is included in the Statement of Financial Activities, within activities directly relating to the work of the Church. The trustees are satisfied that the expenditure is in the best interests of the charity and is reasonable in relation to the service provided.

One trustee is employed by the PCC and receives payment for the duties of their employment. The amounts are shown in Note 10.

The PCC is satisfied that the conditions for employment of a trustee in s.185(2) Charities Act 2011 are met.