

Annual Report 2021: Parish of St Matthew & St Oswald's, Rugby West

Background

The PCC is a corporate body established by the Church of England. It operates under the PCC Powers Measure and is a Registered Charity number 1129494.

The PCC works in co-operation with The Church Wardens, Clergy and Lay members of the church in promoting the Mission of the Lord's people within the Ecclesiastical Parish of Rugby West. Regular congregations usually meet in both the parish church and Overslade Community Centre.

At the start of 2021 we were meeting primarily online as the COVID-19 pandemic peaked again, but as the year has progressed both services and small group meetings gradually opened up, with COVID Secure arrangements in place; including restricted numbers, no singing and facemasks.

A decision was taken to move the Overslade congregation into a once per month meeting, with the connect Groups forming the heart of how the fellowship functions. Many of our ministries have continued, although in different ways. For example Make Lunch ministry to tackle holiday hunger has moved to delivering food and recipes to homes and our parent and toddler group, which cannot meet, keeps in contact by messaging and some home calling. Small groups used various non-contact communication to keep in touch with each other. An emphasis on communication has helped keep the integrity of the church community and we entered 2022 in a stronger position than for some time.

There were 117 people on the Electoral Roll in April 2021.

Structures and Governance

The PCC members are either ex-officio or elected by the Annual Parish Meeting in accordance with the Church Representation Rules. Following the 2021 APCM the following served as members of the PCC.

Clergy (*ex officio*): Revd. Alan Hulme, Revd Jane Hulme

Churchwardens: Anna Naish, Alisdair Rusk

Deputy Churchwardens: Laura Freeman-Powell, Debbie Olnor

Deanery Synod Members (*ex officio*) until 2023: Anne Love, Debbie Olnor, Nicola Tysall, Dave MacLellan

PCC members *Elected until 2022:* Stuart Cleall, Malcolm Hunt, Fiona Setchell, Janet Wright
 Elected until 2023: Gail Heslop, Tom Daniel, Terry Seamer
 Elected until 2024: Val Burgon, Di Doyle, Chris Haisted

Treasurer: Dave MacLellan

PCC Secretary: Terry Seamer

The full PCC met 6 times during 2021, all meetings used the Zoom platform because of the pandemic restrictions on meeting in person.

There is a Standing Committee as required by law which transacts business delegated to it by the PCC or urgent business between PCC meetings. It consists of Clergy, Church Wardens, PCC Treasurer and PCC Secretary.

Overslade Congregation has a Leadership Group which focuses on mission and ministry in the Overslade area of the parish. This will meet less frequently now the decision has been taken to move the congregation into a “pastoral” mode.

A Buildings Group chaired by Alisdair Rusk (Church Warden) has delegated authority from the PCC for care of the buildings and using the maintenance budget. As well as the Parish Church PCC is responsible for 1a New Street and the Dixon Hall.

A Finance Group advises the PCC on budget and financial issues.

A Mission Partnerships Group recommends to the PCC how external financial giving should be allocated and keep the church engaged with those partnerships.

A significant proportion of the church are allocated into Connect Groups for learning, fellowship and pastoral care. These have allocated leaders.

Safeguarding

The PCC has safeguarding on each agenda. All relevant policies of the Diocese of Coventry have been adopted. It has met with the parish safeguarding officers and is working on the diocesan “dashboard” to ensure that both safeguarding compliance and culture are as good as possible.

Administrative Information

Incumbent: Revd Alan Hulme 7 Vicarage Road, Rugby, CV22 7AJ

Office: The Church Office, 1a New Street, Rugby, CV22 7BE

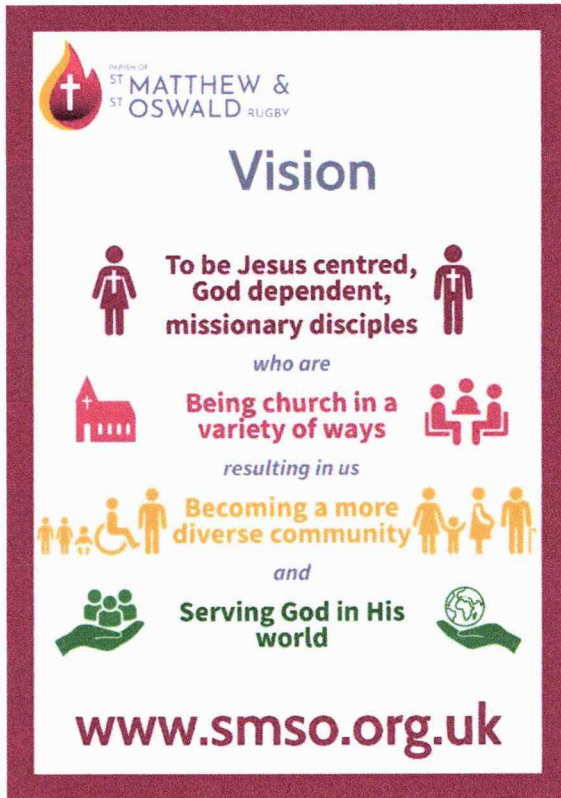
Treasurer: Dave MacLellan c/o The Church Office, 1a New Street, Rugby, CV22 7BE

Objectives

The objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The 2021 APCM adopted a new Vision statement for the church, along with a set of priorities for development in 2021-22. The vision statement is shown in the graphic below.

The PCC has reviewed progress on these priorities on an on-going basis.



The PCC is also responsible for overseeing the provision of resources to enable these ministries. Those resources include buildings, finance, and people.

Financially we have been running in deficit for some years. This could be handled from reserves for the foreseeable future but raising income to equal our revenue spending was a key objective. During 2020 and 2021 a small surplus was achieved. A reserves policy has been adopted to ensure that we use our reserves appropriately.

Signed on behalf of the PCC:

A handwritten signature in black ink, appearing to read 'Alan Hulme'.

Alan Hulme
Incumbent

Statement of Assets and Liabilities

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total
		£	£	£	£	£
Cash at bank and in hand:						
HSBC		13,487	34,088	6,628		54,202
CBF		1,223	191,897	5,571		198,691
Petty Cash		23				23
Thursday Fellowship		183				183
Coffee Break Petty Cash		68				68
		14,984	225,984	12,199		253,167
Investments:						
CBF Shares	6				22,381	22,381
					22,381	22,381
Liabilities - Creditors						
Agency Collections				231		231
Parish Share owed			12,887			12,887
			12,887	231		13,118
Total Assets excluding property		14,984	213,097	11,968	22,381	262,430

Approved by	Name	Signature	Date
	DK MACLECAN		27/7/22
	AJ MULLEN		28/7/2022

The attached notes form part of these accounts:



PCC ACCOUNTS

31st December 2021

Charity Number 1129494

Church Centre, 1a New Street, Rugby, CV22 7BE
Tel 01788 330440
Email: theoffice@smso.org.uk Web: www.smso.org.uk

Receipts and Payments										
		2021				2020				
	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total	Unrestricted Funds	Designated Funds	Restricted Funds	Prior Year Total	
		£	£	£	£				£	
Receipts		3								
Donations and legacies			137,560	200	450	138,210	141,011		141,011	
Charitable activities			9,206		9,839	19,045	4,872	158	6,090	11,120
Investments			414	278		692	1,379	269		1,648
Total Receipts			147,180	478	10,289	157,947	147,262	427	6,090	153,778
Payments		4								
Grants & donations			13,850			13,850	11,750			11,750
Other External Giving			8,804			8,804	13,460			
Clergy & Staff			62,924		103	63,027	62,563			62,563
Properties			14,013	29,100	125	43,237	18,375	6,654	957	25,986
Church activities			10,458	359	7,465	18,281	4,684	158	9,029	13,871
Administration			28,943			28,943	28,282			28,282
PCC costs			122			122	140			140
Total Payments			139,114	29,458	7,693	176,265	139,254	6,812	9,986	156,052
Net of receipts/(Payments)			8,066	(28,980)	2,596	(18,318)	8,007	(6,386)	(3,896)	(2,274)
Transfers between Funds										
Net movement in funds			8,066	(28,980)	2,596	(18,318)	8,007	(6,386)	(3,896)	(2,274)
Balance brought forward 31/12/2020			10,535	264,731	8,789	284,055	2,528	271,117	12,685	286,329
Balance carried forward 31/12/2021			18,601	235,751	11,385	265,737	10,535	264,731	8,789	284,055

Statement of Assets and Liabilities

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total
		£	£	£	£	£
Cash at bank and in hand:						
HSBC		13,487	34,088	6,628		54,202
CBF		1,223	191,897	5,571		198,691
Petty Cash		23				23
Thursday Fellowship		183				183
Coffee Break Petty Cash		68				68
		14,984	225,984	12,199		253,167
Investments:						
CBF Shares	6				22,381	22,381
					22,381	22,381
Liabilities - Creditors						
Agency Collections				231		231
Parish Share owed			12,887			12,887
			12,887	231		13,118
Total Assets excluding property		14,984	213,097	11,968	22,381	262,430

Approved by

Name

Signature

Date

The attached notes form part of these accounts:

Notes to the Accounts

Note 1: Basis of preparation:

The financial statements have been prepared in accordance with Church Accounting Regulations 2006 using the Receipts and Payments basis.

The accounts include the transactions for which the PCC can be held responsible. 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.

Funds

General funds represent 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.

Designated funds represent amounts from the General fund set aside for various items e.g. Capital purchases, Building fund etc. Funds designated for a particular purpose are unrestricted and may be reallocated if required by the PCC.

Restricted funds are grants and donations made for a specific purpose and may only be expended on those restricted terms.

Endowment funds are given for investment, where the income from the investment is to be utilised as specified by the endowment. In some cases the capital invested may also be used. These are detailed under the specific Endowment fund (see note 6).

Investment shares, dividends and interest

Shares are valued at market value at 31 December. Unrealised gains or losses are accounted for at this revaluation. Any realised gains or losses will be accounted for at the date an investments is sold.

Dividends and interest received are accounted for when paid. This income is allocated to the general fund unless there are restricted conditions placed on the investment income which prevents this, in which case any income is allocated to the appropriate fund(s) in accordance to these restrictions.

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by Section 96(2)(a) of the Charities Act 1993. Movable church furnishings which are held by the Vicar and Churchwardens on special trust for the PCC and require a faculty for disposal, are considered inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off.

Land and buildings

Fixed assets retained for church use are the church centre at 1A New street, and the Parish Rooms (Dixon Hall and Howard room) in Vicarage road.

These have indicative value of £250,000 for the Church Centre and £150,000 for the Parish Rooms. These were revalued in 2019 to reflect market prices.

Under Receipt and Payment accounting, no depreciation or change in value is accounted for on these assets.

The Vicarage is owned and maintained by the Diocese of Coventry.

Equipment and Stock

Any equipment or stock bought for the purposes of the church is considered expended on purchase. Stock is not treated as an asset as it is usually given away rather than sold.

Connected Charities

The following charities provide occasional income to the church, usually with restrictions on its use:

Glenn, Martin, Wooding Trust. The aims for the trust are to provide support for the Education of Young People in the parish.

St Matthew's Welfare Trust. The aims of the Trust are to relieve hardship.

Clerical and Lay assistance fund. The aims of the fund are to provide support for the clerical and lay personnel of the parish.

The James Kenning Public Purposes Church Charity Registered Charity 507901. The aims of the trust are to provide charitable assistance for training days, Christian Conferences, Christian holidays and other charitable purposes.

The details of these charities and current contact details can be found on the Charity Commission Website (charitycommission.gov.uk)

Note 2

Risk Management

The PCC recognises the risks that it faces in achieving its objectives. While the PCC has not introduced a formal risk assessment and management process, the major risks are known and have appropriate control and mitigation mechanisms in place. There is an agreed protocol on requests for expenditure, and terms of reference for the finance committee, these are available on request. Insurance policies are held for all buildings and contents as well as the legal risks facing the church.

Note 3: Receipts

Note 3: Receipts		2021				2020
	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £	Prior year Total £
Donations & Legacies						
Voluntary Income						
4000 - Gift Aid donations		81,376		450	81,826	84,225
4030 - Tax recoveries		25,216			25,216	21,894
4010 - Other planned giving		28,798	200		28,998	32,225
4020 - Cash Offerings		1,804			1,804	2,021
4025 - Contactless Income		269			269	308
4070 - Donations to Church		97			97	338
Total Donations & Legacies		137,560	200	450	138,210	141,011
Income from charitable and ancillary trading						
Children & Young People						
4150 - Children's church 0-11 yrs		67		300	367	367
4160 - Tea & Toast 11-15 yrs		567		300	867	617
4170 - Adult teaching materials		20			20	
4195 - Schools work		40			40	
4250 - Messy Church		67			67	142
		760		600	1,360	1,125
Community						
4280 - Thursday Fellowship		27			27	
4310 - Church Breakfast						129
4320 - Make Lunch				9,164	9,164	5,340
		27		9,164	9,191	5,469
Discipleship/Small Groups						
4110 - Discipleship General		253			253	188
		252.99			253	188
Mission & Evangelism						
4200 - Evangelism						50
4260 - Coffee break		173		75	248	75
4270 - Pitstop		35			35	
4290 - Night Shelter						500
		208		75	283	672
Worship						
4100 - General Worship income		305			305	158
		305			305	158
Properties						
4760 - Church Centre donations						76
4810 - St Oswald's Church donations		1,483				
4700 - Dixon Hall donation		2,834			2,834	2,224
		4,316			4,316	2,300
Income						
4075 - Other income		7			7	
4500 - Verger/Musicians		1,960			1,960	
4600 - Church office income		261			261	
4040 - PCC Fees		1,108			1,108	1,207
		3,336			3,336	1,207
Total Charitable Activities		9,206		9,839	19,045	11,120
Dividends and Interest / Bank charges						
4060 - Dividends Received	6	290	278		568	548
4050 - Bank Interest Received		124			124	1,099
		414	278		692	1,648
Total All income		147,180	478	10,289	157,947	153,778

Note 4: Payments

Notes	2021				2020
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £	Prior year Total £
5420 - Mission Partnership Giving					
Christians Against Poverty	1,000			1,000	850
CPAS	750			750	600
Harris C. of E School	300			300	250
HOPE 4	1,000			1,000	850
Jesus-Haus (Williams S)	750			750	750
Novimost	400			400	
St Matthews Bloxham School	300			300	250
St Oswald's School	300			300	250
Toybox	1,000			1,000	1,225
Rugby YFC	1,000			1,000	850
YWAM-Casa Reom Project	7,050			7,050	5,875
	13,850			13,850	11,750
Other External Giving					
5400 - Parish Share (Giving)	8,627			8,627	12,260
5410 - Vicar's Discretionary Fund	177			177	1,200
	8,804			8,804	13,460
Clergy & Staff					
5900 - Parish Share (core costs)	60,573			60,573	59,990
5910 - Vicar & Associate Expenses	2,351		103	2,454	2,573
	62,924		103	63,027	62,563
Properties					
Buildings Development fund					
5000 - Building development misc.		529		529	
5010 - Foyer					1,388
5020 - Side hall		1,482		1,482	
5030 - Storage		241		241	1,102
5040 - Covid worship area		1,452		1,452	
5050 - A/V Systems		1,057		1,057	1,182
5060 - Kitchen/toilets		2,352		2,352	
5070 - External		2,346		2,346	2,452
5080 - Professional fees		12,092		12,092	
5090 - Covid-19 response					1,487
St Oswald's church & Church Centre					
5770 - St Oswald's & Church centre running costs	9,947			9,947	10,658
5760 - St Oswald's & Church centre repair/maintenance	25	7,548		7,574	1,359
Dixon Hall & Howard rooms					
5710 - Dixon Hall running costs	3,289			3,289	5,230
5700 - Dixon Hall repair/maintenance	751			751	420
Overslade					
5860 - Overslade Hall Hire			125	125	707
	14,013	29,100	125	43,237	25,986

Note 4 Continued : Payments

Note 4 Continued : Payments		2021				2020
Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £	Total £	
Worship & Discipleship						
5100 - General Worship	1,902			1,902	2,170	
5110 - Overslade Worship			200	200	250	
5120 - Music Costs	2,137			2,137	170	
5130 - Audio/Visual System	83			83	478	
5140 - Licences	783			783		
5150 - Children's Church 0-11years			316	316	345	
5160 - Tea n'toast			523	523	72	
5170 - Adult Teaching Materials Exp	820			820	350	
5180 - Visiting Speakers	40			40		
5190 - Covid 19 Costs		338		338		
	5,765	338	1,039	7,142	3,835	
Mission & Evangelism						
5200 - General Mission & Evangelism	816		59	875	238	
5210 - Publicity	1,119			1,119	370	
5220 - Children's Outreach	67			67		
5240 - Schools			578	578	780	
5250 - Messy Church Exp					127	
5260 - Coffee Break Exp	466		75	541	254	
5270 - Pitstop Exp	206			206		
5280 - Thursday Fellowship Exp	10			10		
5290 - Night Shelter Exp					23	
5300 - Community Projects			35	35	51	
5320 - Make Lunch Exp			5,679	5,679	8,068	
	2,683		6,426	9,108	9,911	
Occasional Offices						
5500 - Verger/Musicians Exp	1,980	20		2,000		
5510 - Baptism, Thanksgiving	30			30	125	
	2,010	20		2,030	125	
Church Activities Total						
	10,458	359	7,465	18,281	13,871	
Administration						
5600 - Admin staff	22,882			22,882	22,334	
5610 - Office Expenses	1,083			1,083	2,153	
5620 - Photocopier Lease	1,618			1,618	1,461	
5630 - Bank Charges	273			273	474	
5640 - Auditing/Payroll Charges	594			594	301	
5650 - Software Charges	986			986	583	
5660 - Phone & Internet	1,507			1,507	935	
5680 - Financial Help Exp					40	
	28,943			28,943	28,282	
PCC Costs						
5950 - PCC Costs	122			122	140	
	122			122	140	
Total All payments		139,114	29,458	7,693	176,265	156,052

Note 5: Analysis of assets by fund

	Notes	Type *	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward	Movement in year
			£	£	£	£	£	£	£
Current Assets:									
General Restricted Fund									
Edible Gardening Project		R	2,000					2,000	
Make Lunch		R	2,320	9,164	(5,679)			5,805	3,485
Other (community)		R		450	(197)			253	253
Church breakfast		R	48					48	
Total		R	4,368	9,614	(5,929)			8,053	3,685
Glenn, Martin, Wooding Trust income									
Coffee break		R	574	75	(75)			573	(0)
Messy Church		R	427					427	
Kids Club Under 16 (+Schools)		R	85		(578)			(492)	(578)
Children's Ministry 0-11yrs		R	912	300	(316)			896	(16)
Youth Ministry (T n'T) 11-18 yrs		R	1,180	300	(471)			1,009	(171)
Total		R	3,178	675	(1,439)			2,414	(764)
Overslade Fund									
		R	1,724		(325)			1,399	(325)
Youth Pastor Fund									
		R	102					102	
Total of all restricted funds		R	9,372	10,289	(7,693)			11,968	2,596
Youth Pastor Fund									
		D	2,898					2,898	
General Designated Fund									
		D							
Building Fund									
		D	252,066	478	(29,458)			223,086	(28,980)
Outstanding Parish Share									
		D	(12,887)					(12,887)	
		D	242,077	478	(29,458)			213,097	(28,980)
General Unrestricted Fund									
		G	6,918	147,180	(139,114)			14,984	8,066
Total Current funds			258,367	157,947	(176,265)			240,049	(18,318)
Endowment Funds									
	6	E	19,580				2,801	22,381	2,801
			19,580				2,801	22,381	2,801
Total Funds			277,947	157,947	(176,265)		2,801	262,430	(15,517)

* Key: E - Endowment funds; R - Restricted income funds,
D - Unrestricted Designated funds, G - Unrestricted General Funds.

Funds Summary:

	General	Designated	Restricted	Endowment	Total
Unrestricted - General	14,984				14,984
Des - Gens					
Youthp S		2,898	102		3,000
Res - Mission S					
Res - O/slade			1,399		1,399
Res - Gmw S			2,414		2,414
Res - Technical					
Res - Genr			8,053		8,053
Des Building fund		223,086			223,086
Parish Share owed		(12,887)			(12,887)
CBF Shares				22,381	22,381
Total Funds	14,984	213,097	11,968	22,381	262,430
check balance with A&L sheet	14,984	213,097	11,968	22,381	262,430

Note 6: Investment funds

The PCC holds three share investment funds in the CBF Church of England Investment Fund:

St. Matthews Rugby Fund comprises 132 shares, income is to be used for church expenses.

New Bilton Special Fund comprises 468 shares, income is for the maintenance of St. Oswald's Church.

St. Matthew's and St. Oswald's fund 355.71 shares, income is to be applied for general purposes with power to apply capital towards the enlargement of the Church if required for increasing seating accommodation and the repair and maintenance of a Memorial Calvary.

Dividends received:

	2021	2020	
St Matthews Rugby fund	78	76	income used in general funds for general church expenses
New Bilton Special Fund	278	269	Income applied to CBF Saving account, property fund
St Matthew & St Oswald fund	211	204	income used in general funds for general church expenses
Total	568	548	

Share Value:

	2021	2020	
St Matthews Rugby	3,091	2,704	
New Bilton Special Fund	10,960	9,588	
St Matthews & St Oswald	8,330	7,288	
Total	22,381	19,580	
	2,801		Unrealised gain in share value

Note 7 : Wages

2021	2020
22,882	22,334

During the year the PCC employed three people part time: a Church Administrator, a Finance Administrator and a Cleaner.

Independent examiner's report on the accounts

Report to the PCC and members of

St Matthew & St Oswald's Church

On accounts for the year ended

31st December 2021

Charity no 1129494

Set out on pages

1- 9

Respective responsibilities of trustees and examiner

The PCC are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The PCC consider that an audit is not required for this year under section 144 of the 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 applicable 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 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.

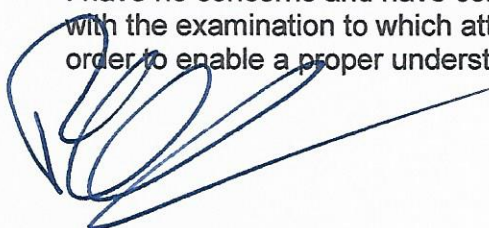
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

5/5/22

Name:

Phil Hemsley

Relevant professional qualification(s) or body

None

Address:

179 Bilton Road
Rugby
Warwickshire