

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended  
31 December 2020  
for  
EMMANUEL STOUGHTON PCC**

**Contents of the Financial Statements  
for the Year Ended 31 December 2020**

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# EMMANUEL STOUGHTON PCC

## Vicar's Report

### for the Year ended 31 December 2020

2020 in so many ways was a strange year for the church because of Covid 19. The Annual Meeting was not held until October. The church buildings were closed for periods and worship, when it was allowed in church, had to follow Covid protocols. The PCC continued to meet monthly by moving the meetings online.

Canon Frank Scammell continues as Vicar. Rev Sophie Chatten, our Curate, moved on to a new post in Cornwall. Rupert Masters continues in his role as Curate. Melissa Foat continues as our Children and Families Worker as does Sarah Morton as our Youth Worker, who also had a period of maternity leave during the year. Alex Nungu, our Assistant Youth Worker, has played a strong role covering during Sarah's maternity. Aretia Debenham is our Church Administrator and Sally Chedgey our Parish Centre Facilitator. Lynne Wright continues as our Café Manager. Diana Hamilton is our Preschool Manager. Anthony Cowey continues to help as our Worship Pastor. Steve Green has continued in his ordination training and Peter Evans in his training to be an LLM.

At the APCM in October Sarah King and Paul Franklin were re-elected as our Churchwardens. Mike Levick continues as our PCC Secretary, David Magnuson as our Church Treasurer and Richard Horn as our LLM. Mike Stevenson is our Gift Aid Secretary. Until the lockdown in March Chris Reddin helped regularly with our services.

Despite the Covid crisis the church has continued to offer worship services, live when possible, but always online every Sunday with sometimes 2 or 3 services being provided online for different age groups. Church mid-week meetings and Home Groups have continued online as have Youth Community groups and Pathfinders. Generally, the church has held together remarkably well both in terms of worship, fellowship, support and finance.

The church continues to take Safeguarding seriously and this is a rolling agenda item at our PCC meetings. Martin Scantlebury continues as our Safeguarding Officer.

The Little Stars Preschool, run by the church, has managed to stay open and healthy throughout the time it has been allowed to function. Great credit should be given to the staff who have enabled this to happen.

The Emmanuel Café and Fairtrade Shop have been open when allowed to operate. During the year we were also able to develop an online presence for the Fairtrade Shop and trade before Christmas held up remarkably well. We are grateful to Lynne Wright and to Pippa Scammell and all the volunteers involved in the shops.

During the year we have made space for the local food charity Foodwise to use our kitchen to enable meals to be provided for local families. Our church Hardship Fund has also been used at different times in the year to provide food vouchers for local families.

We held two Gift Days in the year as usual. At Pentecost we supported our Mission Societies and Mission Links. In the autumn we supported a Bible Society project to rebuild the Bible Society building in Beirut.

We are grateful to Simon Ritchie, Sally Chedgey and others who have enabled our website to be an ongoing means of good communication. We have continued to produce our monthly magazine for the congregation. We also now contribute regularly to the new local publication – 'Stoughton Pages'. We continue to produce our weekly church newsletter, distributed online and a printed version posted fortnightly which contains extra items for those who cannot make use of technology.

# **EMMANUEL STOUGHTON PCC**

## **Vicar's Report**

**for the Year ended 31 December 2020**

We continue to be grateful to all of our volunteers. The church Fabric Team helps to care for our buildings. Special thanks go to Steve King, Paul Franklin, Terry Fox, Nigel McDonald, Roger Smith and Mick Wisdom. During the year, work was started on building a new church house next to the Curate's house. This has been built with legacy money and is due to be completed in Spring 2021. Special thanks go to Asator Ghazarians for the design and to all those involved in the monitoring and planning.

Our church grounds have continued to be cared for by a volunteer team. Especial thanks go to Dudley and Ann Medhurst who have retired from this work after many years.

Emmanuel continues to hold as its mission goals:

1. To grow as disciples
2. To go deeper in prayer
3. To get to know each other better
4. To share our faith more

The challenge for next year will be to weather the remaining period of lockdown and come back together as a church having learnt from all the lessons that this difficult year has taught us. There will be exciting new opportunities to live out our Christian faith in worship and service.

# EMMANUEL STOUGHTON PCC

## Operating and Financial Review for the Year ended 31 December 2020

### Financial Review

The finances of Emmanuel Stoughton PCC are shown as two funds, the unrestricted funds covering the day to day running of the church and the restricted funds for specific missions and charities together with the Vicars Discretionary Fund and the Little Stars Pre-school.

The accounts at the end of 2020 showed a net deficit on restricted and unrestricted funds. Income of the PCC amounted to £496,791 (2019: £530,255) for the year out of which resources expended were £522,288 (2019: £590,923) resulting in a deficit of £25,497 (2019: deficit of £60,668). Cash at bank totalled £210,182 (2019: £343,151) at the year end with the mortgage outstanding of £418 (2019: £452).

The deficit for the PCC unrestricted fund when assessed in greater detail indicates that the result at the end of the year including the shop income would have shown a deficit of £24,928 (2019: deficit £27,946). We did budget for a deficit in 2020 but Covid and unbudgeted roofing repairs made it higher than expected. The budget figures that the PCC agreed for 2021 are for a small deficit but this does not include any one off donations or legacies.

The restricted fund figures are represented by the Missionary and Charity funds that were not paid out during 2020, the Vicars Discretionary account and the Little Stars Pre-School fund which recorded a deficit of £2,862 in 2020 (2019: deficit of £8,068 after a £6,000 donation).

It is our objective to operate with sufficient funds in order that operating costs could be maintained for three months. With the legacies received, the PCC is able to maintain an operating surplus (contingency reserve) to cover this situation and have placed this in a fixed term savings account.

The PCC is provided with monthly figures and summaries on income and expenditure for discussion at PCC meetings. The finance committee met again in 2020 to assist the PCC in its financial decision making and reviewed the 2020 budget in light of Commitment Sunday. Regular giving has since increased, reducing the deficit, but we need more giving to reduce the deficit entirely. The finance committee then met to review the year and make forecasts for 2021 which indicated that the finances would be in deficit due to the impact of lockdown in the first part of 2021.

2021 will continue to present a challenge with the unknown impact of Covid and inevitable increases in costs to support the ongoing and expanding work of the church in the parish and the community. Maintenance of the church complex buildings and the three church houses is an ongoing expense but will be offset through renting our properties and using volunteer labour and expertise.

### Unrestricted Funds

These consists of the PCC general fund supporting the regular work of the parish church and the maintenance of the parish church and the three houses owned by the parish. The youth workers, the children and families worker, the administration staff and the two cleaners are paid directly from the general fund, with the Vicar and Curate's salary paid through the Parish Share contribution. Back in 2019, the PCC agreed to split the plot of 12 Grange Close and build another property to make us more financially secure from the ability to rent out the property. The build is not complete in 2020 but is progressing well and we have capitalised £132,729 in these accounts to finance the build.

Income is received through the direct giving from church members mainly through tax efficient giving with the tax refund being the next most significant income figure. We received no legacies in 2020 but legacies must be regarded as special income and not be assumed in the assessment of income in the future.

Voluntary income (excluding legacies) increased in 2020 by 8.9% and expenditure decreased by 5.5%. The major expenditure items to decrease were donations, fair trade purchases and staff costs offset slightly by higher repair costs; with other expenditure items, some increased and others decreased.

There were various church holidays and outings organised for young people through to senior citizens throughout the year. The income and expenditure for these is considered as a conduit fund within the PCC account (income nominally equal to expenditure and not affecting the PCC business) and is shown as a net figure with a small deficit for 2020.

## **EMMANUEL STOUGHTON PCC**

### **Operating and Financial Review for the Year ended 31 December 2019**

The youth worker house at 81 Worplesdon Road (£19 of mortgage interest and upkeep) is a significant expense but is considered a good investment compared to renting.

The Coffee Shop deficit was £1,335 (2019: £2,025), with trade heavily impacted by the lockdown but assisted by furlough and Council grants, and is funded by the PCC. The Fair Trade Shop deficit of £2,571 is after £3,500 donation (2019: £10,137 surplus), donations to charities are advised by the shop management committee as agreed by the PCC.

#### **Restricted Funds**

Missionary giving for the year was down in 2020, Mission income was 16% lower than 2019 though giving to the Hardship fund increased by 24%. All money given to mission and charity is allocated by church members through giving promises or through specific allocated gifts.

The Vicar's Discretionary Fund which is not controlled by the PCC (but reported monthly) stands at £1,633, with no transactions in the year.

Little Stars Pre-school showed a deficit of £2,861 (2019: deficit £8,068), the finances remaining strong and cash resources sufficient to meet running costs, reserves stand at £54,649.

#### **Post Balance Sheet Events and Covid19**

In common with all churches and charitable organisations, activities have been significantly impacted by the restrictions placed on us as a result of the Coronavirus pandemic. All Sunday services and church groups have moved online wherever possible; however, this has not been possible in all cases. All activities are being risk assessed to ensure compliance with government regulations as these are updated. The Trustees are very mindful of the potential impact on finances through Coronavirus and therefore the need to ensure careful monitoring of income and expenditure to ensure the Church can continue to meet all its obligations as a 'going concern' under charity law. We've been fortunate that regular giving during the latest phase of national lockdown has not declined and we've reduced all non-essential expenditure, including the furloughing of a number of staff members. In turn, these actions have protected a reasonable level of general reserves. The Trustees recognise there are inherent uncertainties in any income forecasts for the foreseeable future. As the lockdown eases and longer term implications for the wider economy become better understood, forecasts and spending plans for the remainder of 2021 and into 2022 will be monitored and updated with monthly management reports to the full PCC. The PCC will also keep its level of reserve and policy under continuous review.

**David Magnuson (Hon PCC Treasurer)**

## EMMANUEL STOUGHTON PCC

### Report of the Trustees for the Year ended 31 December 2020

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2020. The Trustees have adopted the provision of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16th July 2014.

#### Background

The church is situated at the crossroads of Worplesdon Road (A322) and Shepherds Lane in Stoughton, Guildford. Emmanuel is the Parish Church of Stoughton, in the Guildford Deanery and the Guildford Diocese.

In the past the PCC was a charity excepted from registration with the Charity Commission. This excepted status changed in 2009 and the church, like most other churches, is now registered as a separate charity. The members of the PCC are the trustees. Church members are encouraged to support the PCC.

#### PCC Membership

Members of the PCC are either ex officio, or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted by the PCC. During the year, the following served as members of the PCC:

##### Ex officio members

Revd Frank Scammell	Incumbent	<i>chairman</i>
Revd Sophie Chatten	Curate	
Revd Rupert Masters	OLM	
Sarah King	Churchwarden	<i>vice chair</i>
Paul Franklin	Churchwarden	
Asator Ghazarians	Elected Representative on Deanery Synod	
Mike Levick (Secretary)	Elected Representative on Deanery Synod	
Chris Jackson	Elected Representative on Deanery Synod	
Philippa Skinner	Elected Representative on Deanery Synod (to Oct 2020)	
Natalie Galer	Elected Representative on Deanery Synod (from Oct 2020)	
Lois Cook	Elected Representative on Deanery Synod (from Oct 2020)	
Richard Horn	Licensed Lay Minister (Reader)	

##### Elected members

Alex Bingham  
Nicola Cole (from Oct 2020)  
Sally Chedgey (to Oct 2020)  
Phil Coleman  
Anthony Cowey  
Terry Fox  
Helen Gillon  
Andrew Hodson  
Gabor Lajos (to Oct 2020)  
Amanda Littleboy  
Nigel McDonald  
Liz Muston  
Colin Piercey  
Terry Reddin (to Oct 2020)  
Emma Wakefield

##### Co-opted members

David Magnuson (Treasurer)

## **EMMANUEL STOUGHTON PCC**

### **Report of the Trustees for the Year ended 31 December 2020**

#### **Office**

Parish Office, 1 Shepherds Lane, Guildford GU2 9SJ  
Telephone: 01483 561603

#### **Independent Examiner**

Robert Freedman, FCA, 8 Ladyfields, Loughton, Essex IG10 3RR

#### **Bankers**

Lloyds Bank, Great Bookham, PO Box 1000, Andover, BX1 1LT

#### **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 to stand for election to the PCC.

#### **Committees**

The PCC has several committees to which tasks are delegated from time to time. All committees report to the PCC and can make recommendations to the PCC where approval for action or money is required.

The Standing Committee, the only committee required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This committee is empowered to take decisions only where time constraints prevent a wider consultation with the whole PCC.

The World Mission Committee is charged with informing and encouraging support of and participation in mission activities, both in the UK and abroad. An associated sub-committee considers applications for grants from the Mission Opportunities Fund, making recommendations to the PCC.

The Finance Committee oversees the overall financial position, presenting a draft budget to the PCC, and making recommendations at other times when necessary.

The Pre-school (Little Stars Pre-school at Emmanuel Church) Management Committee oversees the running of the Pre-school.

The Fabric Committee oversees maintenance of the buildings and deals with other practical issues which arise from the day to day running of the church buildings.

The Fair Trade and Coffee Shops Management Committee oversees the running of the Fair Trade and Coffee Shops.

The Hardship Committee, which oversees the use of the Hardship Fund.

#### **Risk Management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The major risks to which the PCC is exposed have been reviewed and procedures have been established to manage these risks.

#### **Objectives and Aims**

The PCC (Powers) Measure 1956 states that the PCC 'is to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our approach is summed up in our statement of aim which is 'to know Christ better and to make Him better known'.



## EMMANUEL STOUGHTON PCC

### Report of the Trustees for the Year ended 31 December 2020

#### Objectives and Aims – continued

There is a strong desire to break down barriers between church and community, ministering to all the whole Gospel of Christ in word and action.

The Church also has responsibility for the maintenance and use of the Parish Centre, as well as for the upkeep of 12, Grange Close, the Curate's house, 12A Grange Close and of 81, Worplesdon Road, the Youth Worker's house.

#### Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit.

#### Church Membership

Electorate Roll at APCM 2020 was 361

Attendance:

	Adults		Children and Young People	
Week Commencing:	Adults (16+) at worship on Sunday	Additional adults attending weekday services and activities	Children and young people attending Sunday services, Sunday School and/or children's activities on Sunday	Additional number attending weekday services and worship activities
2020				
Sun 4 Oct	27	13	4	0
Sun 11 Oct	21	10	2	0
Sun 18 Oct	27	11	0	0
Sun 25 Oct	42	12	1	0

Aretia Debenham

#### Reserves policy

The parish aspires to hold unrestricted reserves equivalent to 3 months of operating costs. This has not been possible in recent times, but with the recent generous legacies we have now redressed this position.

In addition, the PCC decided some while ago to acquire freehold property to house the Curate and the Youth Worker and in this way keep down the operating costs.

A fuller commentary on the finances for the year is set out in the separate Operating and Financial Review, written by the Treasurer.

Approved by Order of the Board of Trustees on 10 October 2021 and signed on its behalf by:

Frank Scammell

Rev F Scammell – Trustee and PCC Chairman

## EMMANUEL STOUGHTON PCC

### Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2020 set out on pages nine to eighteen.

#### 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

#### Basis of the independent examiner's report

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

have not been met; or

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

Mr R Freedman  
FCA



Date: 18/10/21

**EMMANUEL STOUGHTON PCC**  
**Statement of Financial Activities**  
**for the year ending 31 December 2020**

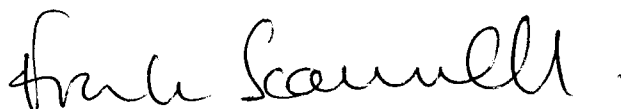
		Unrestricted Funds £	Restricted Funds £	31.12.20 Total funds £	31.12.19 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	283,820	81,849	365,669	356,648
Investment income	3	1,211	16	1,227	1,887
<b>Incoming resources from charitable activities</b>					
Church activities	4	<u>46,561</u>	<u>83,334</u>	<u>129,895</u>	<u>171,720</u>
<b>Total incoming resources</b>		331,592	165,199	496,791	530,255
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities costs</b>					
Church activities	5	227,977	163,430	391,407	477,598
Support costs	5	127,943	2,338	130,281	112,625
<b>Governance costs</b>	6	600	-	600	700
<b>Total resources expended</b>		<u>356,520</u>	<u>165,768</u>	<u>522,288</u>	<u>590,923</u>
<b>NET (OUTGOING) / INCOMING RESOURCES</b>		(24,928)	(569)	(25,497)	(60,668)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		862,039	87,547	949,586	1,010,254
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>837,111</u></u>	<u><u>86,978</u></u>	<u><u>924,089</u></u>	<u><u>949,586</u></u>

The notes form part of these financial statements

**EMMANUEL STOUGHTON PCC**  
**Balance Sheet at 31 December 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.20 Total funds £	31.12.19 Total funds £
<b>FIXED ASSETS</b>					
Tangible fixed assets	9	695,675	-	695,675	576,421
<b>CURRENT ASSETS</b>					
Stock	10	5,529	-	5,529	4,332
Debtors	11	54,876	-	54,876	47,242
Cash at bank and in hand		<u>123,051</u>	<u>87,131</u>	<u>210,182</u>	<u>343,151</u>
		183,456	87,131	270,587	394,725
<b>CREDITORS</b>					
Amounts falling due within one year	12	(41,655)	(153)	(41,808)	(21,162)
		<u>141,801</u>	<u>86,978</u>	<u>228,779</u>	<u>373,563</u>
<b>NET CURRENT ASSETS</b>					
		<u>141,801</u>	<u>86,978</u>	<u>228,779</u>	<u>373,563</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		837,476	86,978	924,454	949,984
<b>CREDITORS</b>					
Amounts falling after more than one year	13	(365)	-	(365)	(398)
		<u>837,111</u>	<u>86,978</u>	<u>924,089</u>	<u>949,586</u>
<b>NET ASSETS</b>					
		<u>837,111</u>	<u>86,978</u>	<u>924,089</u>	<u>949,586</u>
<b>FUNDS</b>					
Unrestricted funds	15			837,111	862,039
Restricted funds				86,978	87,547
				<u>924,089</u>	<u>949,586</u>
<b>TOTAL FUNDS</b>					
				<u>924,089</u>	<u>949,586</u>

The financial statements were approved by the Board of Trustees on 10/10/2021 and were signed on its behalf by:



Rev F Scammell - Trustee

The notes form part of these financial statements

**EMMANUEL STOUGHTON PCC**  
**Statement of Cash Flows**  
**for the year ended 31 December 2020**

	31.12.20	31.12.19
	£	£
<b>Net cash generated by</b>		
<b>operating activities (Note 16)</b>	(4,212)	(77,899)
 <b>Cash flows from investing activities:</b>		
Interest	1,227	1,887
Additions to fixed assets	<u>(129,950)</u>	<u>(11,962)</u>
<b>Net cash used by investing activities</b>	<u>(128,723)</u>	<u>(10,075)</u>
 <b>Cash flows from financing activities:</b>		
Repayment of borrowings	(33)	(31)
<b>Net cash used by financing activities</b>	<u>(33)</u>	<u>(31)</u>
 <b>Change in cash and cash equivalents in the year</b>	<b>(132,968)</b>	<b>(88,005)</b>
 <b>Cash and cash equivalents brought forward</b>	<b>343,151</b>	<b>431,156</b>
 <b>Cash and cash equivalents carried forward</b>	<u><u>210,183</u></u>	<u><u>343,151</u></u>

**EMMANUEL STOUGHTON PCC**  
**Notes to the Financial Statements**  
**for the Year Ended 31 December 2020**

**1. ACCOUNTING POLICIES**

**Accounting convention**

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include all the transactions, assets and liabilities for which the Church is responsible in law. The Charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Planned giving, collections and donations are recognised when received. Tax recoverable on gift aid donations is recognised when the donation is received. Grants and legacies are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and the ultimate receipt of these funds by the PCC is reasonably certain. Rental income from letting of church premises/facilities is recognised when the rental is due.

Services donated by members of the parish are normally not included in the financial statements. It is neither appropriate nor feasible to evaluate the voluntary work done by members of the church, because participation in church activities is part of what it means to be a Christian and is the foundation upon which the ministry and mission of the parish is built. Services donated by 'outside' individuals and organisations are normally included in the financial statements.

Amounts for Mission, Vicar's Discretion and the Little Stars Pre-School are dealt with as restricted funds.

Missionary income is shown as one figure and is net of expenditure, due to the number and diversity of the projects.

All incoming resources are accounted for gross of VAT.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Donations for missionary and other charitable giving are accounted for when paid or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when it is due. All expenditure is generally recognised when it is incurred and includes VAT.

**Tangible fixed assets**

Fixed assets do not include consecrated and benefice property, in accordance with section 10 of the Charities Act 2011. Moveable church furnishings held by the Vicar and church wardens and which require a faculty for disposal are accounted for as inalienable property listed in the church inventory and are not valued in the financial statements.

Freehold property is valued at cost and is not depreciated, as property is maintained to a high state of repair.

Equipment used within the church premises is depreciated on a straight line basis over 5 years, individual items with a purchase price up to £400 are written off when acquired. IT equipment is depreciated at 50% of the cost price.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent income which may be expended only on those restricted objects.

**EMMANUEL STOUGHTON PCC**  
**Notes to the Financial Statements**  
**for the Year ended 31 December 2020**

**2. VOLUNTARY INCOME**

			<b>31.12.20</b>	<b>31.12.19</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Standing orders	4,462	-	4,462	6,971
Tax efficient giving	195,992	-	195,992	180,286
Income tax recoverable	48,234	-	48,234	51,722
Collections	2,035	-	2,035	8,342
Sundry donations	18,942	-	18,942	13,248
Legacies	-	-	-	3,791
Grants	14,155	-	14,155	-
Missionary income	-	67,266	67,266	80,528
Hardship Fund Income	-	14,583	14,583	11,760
	<u>283,820</u>	<u>81,849</u>	<u>365,669</u>	<u>356,648</u>

**3. INVESTMENT INCOME**

			<b>31.12.20</b>	<b>31.12.19</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Dividends and interest	<u>1,211</u>	<u>16</u>	<u>1,227</u>	<u>1,887</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>Church activities</b>	<b>Church activities</b>
	<b>£</b>	<b>£</b>
Fair trade shop	12,558	30,886
Coffee shop	10,025	23,766
Little Stars Pre-School fees and SCC funding	83,334	84,759
Wedding and funeral fees	6,391	6,519
Church complex lettings	17,587	25,790
	<u>129,895</u>	<u>171,720</u>

**EMMANUEL STOUGHTON PCC**  
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**5. CHARITABLE ACTIVITIES COSTS**

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>Direct costs</b>	<b>Direct costs</b>
	<b>£</b>	<b>£</b>
Church activities	<u>391,407</u>	<u>477,598</u>
Support costs are as follows:		

	<b>Unrestricted</b>	<b>Restricted</b>	<b>31.12.20</b>	<b>31.12.19</b>
	<b>funds</b>	<b>funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Administrative staff salary	36,279	-	36,279	28,648
Telephone	2,523	-	2,523	1,337
Postage and delivery	300	-	300	58
Printing and copying	7,424	-	7,424	8,258
Sundry	9	-	9	156
Complex cleaning and utilities	35,060	2,338	37,398	38,674
Insurance	5,604	-	5,604	5,496
Repairs and maintenance	27,402	-	27,402	18,084
Bank charges	1,037	-	1,037	1,252
Depreciation of church equipment	10,697	-	10,697	10,640
Legal and professional fees	1,589	-	1,589	-
Mortgage interest	19	-	19	22
	<u>127,943</u>	<u>2,338</u>	<u>130,281</u>	<u>112,625</u>

**6. GOVERNANCE COSTS**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>31.12.20</b>	<b>31.12.19</b>
	<b>funds</b>	<b>funds</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent examination fee	<u>600</u>	<u>-</u>	<u>600</u>	<u>700</u>



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**7. TRUSTEES' REMUNERATION AND BENEFITS**

The Vicar (Incumbent) and the Curate is paid for by the Diocese and this cost forms part of the Parish Share. The Vicar was reimbursed for PCC and church expenses paid for personally amounting to £761 during the year (2019: £2,047).

No other Trustees received any remuneration in the year (2019: nil).

**Trustees' expenses**

A total amount of £698 (2019: £656) was paid to 2 PCC trustees/elected members and a total amount of £1,963 (2019: £1,549) was paid to 4 PCC ex-officio members during the year, in reimbursement for PCC and Church costs expended.

**8. STAFF COSTS**

Total staff costs amounted to £175,456 for 2020 (2019: £183,784).

The average number of staff during the year was 16 (2019: 16).

There were no high paid staff in either 2020 or 2019.

**9. TANGIBLE FIXED ASSETS**

	Freehold property £	Church equipment £	Totals £
<b>COST</b>			
At 1 January 2020	554,510	121,238	675,748
Additions	128,219	1,731	129,950
At 31 December 2020	682,729	122,969	805,698
<b>DEPRECIATION</b>			
At 1 January 2020	-	99,327	99,327
Charge for year	-	10,696	10,696
At 31 December 2020	-	110,023	110,023
<b>NET BOOK VALUE</b>			
At 31 December 2020	682,729	12,946	695,675
At 31 December 2019	554,510	21,911	576,421

**EMMANUEL STOUGHTON PCC**  
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**9. TANGIBLE FIXED ASSETS - continued**

The freehold property comprises of the Church House located at 12 Grange Close, the construction in progress at 12A Grange Close and the youth worker house located at 81 Worplesdon Road.

The Church Building itself, located at Shepherds Lane, being consecrated property, is not included in the financial statements. The PCC is responsible for the maintenance of the building.

Church equipment includes office equipment, computers, printers, photocopiers and church equipment including sound, projection system, portable lighting and kitchen equipment.

**10. STOCKS**

	<b>31.12.20</b>	31.12.19
	£	£
Stocks	<u>5,529</u>	<u>4,332</u>

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.12.20</b>	31.12.19
	£	£
Other debtors	<u>54,876</u>	<u>47,242</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.12.20</b>	31.12.19
	£	£
Mortgage	54	54
Trade creditors	25,249	4,410
Taxation and social security	-	2,841
Other creditors	<u>16,505</u>	<u>13,857</u>
	<u>41,808</u>	<u>21,162</u>

**13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>31.12.20</b>	31.12.19
	£	£
Mortgage	<u>365</u>	<u>398</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Mortgage more than 5 year by instalments	<u>161</u>	<u>215</u>

**EMMANUEL STOUGHTON PCC**  
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**14. SECURED DEBTS**

The following secured debts are included within creditors:

	<b>31.12.20</b>	<b>31.12.19</b>
	<b>£</b>	<b>£</b>
Mortgage	<u>418</u>	<u>452</u>

The mortgage is secured on the freehold property of 81 Worplesdon Road.

**15. MOVEMENT IN FUNDS**

	<b>At 1.1.20</b>	<b>Net movement in funds</b>	<b>At 31.12.20</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General Fund	862,039	(24,928)	837,111
<b>Restricted funds</b>			
Little Stars Pre-School	57,510	(2,861)	54,649
The Mission and Charity account	28,404	2,292	30,696
Vicars Discretionary account	<u>1,633</u>	<u>-</u>	<u>1,633</u>
	<u>87,547</u>	<u>(569)</u>	<u>86,978</u>
<b>TOTAL FUNDS</b>	<u><u>949,586</u></u>	<u><u>(25,497)</u></u>	<u><u>924,089</u></u>

Net movement in funds, included in the above are as follows:

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General Fund	331,592	(356,520)	(24,928)
<b>Restricted funds</b>			
Little Stars Pre-School	83,350	(86,211)	(2,861)
The Mission and Charity account	<u>81,849</u>	<u>(79,557)</u>	<u>2,292</u>
	<u>165,199</u>	<u>(165,768)</u>	<u>(569)</u>
<b>TOTAL FUNDS</b>	<u><u>496,791</u></u>	<u><u>(522,288)</u></u>	<u><u>(25,497)</u></u>

**EMMANUEL STOUGHTON PCC**  
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**16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>31.12.20</b>	31.12.19
	<b>£</b>	£
Net movement in funds	(25,497)	(60,668)
Adjustments for:		
Depreciation charges	10,696	10,639
Dividends, interest and rents from investments	(1,227)	(1,887)
Decrease / (Increase) in stocks	(1,197)	2,000
(Increase)/decrease in debtors	(7,634)	(13,172)
(Decrease) / increase in creditors	20,647	(14,811)
Net cash provided by (used in) operating activities	<u>(4,212)</u>	<u>(77,899)</u>

**17. OTHER FINANCIAL COMMITMENTS**

At 31 December 2020, the PCC still had £2,025 of gift aid tax to pay over from the Mission Gift Day as this had not been received from the HMRC. This payment is payable out of the Missionary fund.

**18. ULTIMATE CONTROLLING PARTY**

The PCC is controlled by its members.

**19. FUND DETAILS**

The Unrestricted Fund is the PCC General account which includes houseparty/holidays as a net figure (these being considered as income/expenditure which is not directly associated with PCC running costs and run to nominally break even).

**20. POST BALANCE SHEET EVENTS AND COVID 19**

The Trustees are very mindful of the potential impact on finances through Coronavirus and therefore the need to ensure careful monitoring of income and expenditure to ensure the Church can continue to meet all its obligations as a 'going concern' under charity law. For further detail refer to the section in the Operating and financial review.

## EMMANUEL STOUGHTON PCC

### Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2020 set out on pages nine to eighteen.

#### 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

#### Basis of the independent examiner's report

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

have not been met; or

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

Mr R Freedman  
FCA

Date:.....