

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended  
31 December 2021  
for  
EMMANUEL STOUGHTON PCC**

**EMMANUEL STOUGHTON PCC**

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for the Year Ended 31 December 2021**

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# EMMANUEL STOUGHTON PCC

## Vicar's Report – completed by the Churchwardens

for the Year ended 31 December 2021

Covid 19 continued to affect church life in 2021 with the buildings closed for the first few months of the year. Services resumed in our church buildings in April, alongside our online worship. The Annual Meeting was held in May, both in person and online. With the lifting of restrictions in September, our online services were stopped to encourage people back into church, with worship continuing in church for the rest of the year in line with the changing Covid protocols.

The PCC continued to meet monthly as far as possible in person but moving online when required.

Canon Frank Scammell retired as Vicar on 5<sup>th</sup> November 2021 and we are currently in a period of interregnum. Rev Rupert Masters continues in his role as Curate moving to becoming a PTO, alongside Rev Chris Reddin. Melissa Foat continues as our Children and Families Worker as does Sarah Morton as our Youth Worker. Alex Nungu, our Assistant Youth Worker resigned in August and we engaged Ruth Burleigh in October as a part-time assistant to both our Children's and Youth ministries. Aretia Debenham is our Church Administrator and Sally Chedghey our Parish Centre Facilitator. Lynne Wright continues as our Café Manager. Diana Hamilton is our Preschool Manager. Anthony Cowey continues to volunteer as our Worship Pastor. Peter Evans completed his training and was licensed as an LLM in June, while Steve Green moved on from Emmanuel in July to take up a curacy position elsewhere as his ordination training required.

At the APCM in May, 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.

Throughout this year the church has maintained services either online, in person, or both, as Covid restrictions allowed. Church mid-week meetings and Home Groups have continued online and in person, as have Youth Community groups and Pathfinders. The church has continued to hold together well both in terms of worship, fellowship, support and finance, despite the challenge of reduced numbers of volunteers to run established groups and ministries.

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 and we have engaged with the Diocesan 'dashboard' to record our safeguarding actions and progress.

The Little Stars Preschool, run by the church, has managed to stay open 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 - at times offering outside and takeaway services only. The online presence for the Fairtrade Shop has continued. Management of the Fairtrade Shop was handed over from the capable hands of Pippa Scammel to Sally Chedghey and Nicky Parsons, supported by a team of volunteers. We are grateful to them, as well as Lynne Wright and her team of volunteers who run the Café.

Our church Hardship Fund has been used at different times in the year to provide support and food vouchers for local families, with a toy donation and distribution operation in the run-up to Christmas.

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 project at The Mereside Church near Blackpool, in a very deprived area, raising funds to help complete the renovation of the buildings they use as a church, including the provision of new toilets.

We are grateful to Simon Ritchie, Sally Chedghey and others who have enabled our website and social media accounts to be ongoing means of good communication. We have continued to produce our monthly 'Outlook' magazine for the congregation. Until Frank retired, we contributed regularly to the new local publication, 'Stoughton Pages' and we are hopeful this will resume under the new vicar next year. We continue to produce our weekly church newsletter, distributed online and a printed version posted fortnightly to a few of those who cannot make use of technology. At Christmas we produced our Link Magazine which was distributed to all the homes in the parish.

## **EMMANUEL STOUGHTON PCC**

### **Vicar's Report – completed by the Churchwardens**

**for the Year ended 31 December 2021**

We continue to be grateful to all of our volunteers. The Fabric Team cares for our buildings. Special thanks go to Steve King, Paul Franklin, Terry Fox, Nigel McDonald, Stuart Hamilton, Graeme Bunce, Roger Smith and Mick Wisdom. The construction of the new church house next to the Curate's house was completed in May and the house is currently let out to provide an income.

Our church grounds have continued to be cared for by a volunteer team, and flower arrangements for our worship area are provided by our flower team of volunteers headed up by Joanie Watts and Brenda Fox. Linda Marshall continues as our cleaner, aided by Keltoum Zeyouti.

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

We look forward with anticipation to the appointment of a new incumbent next year as God guides and leads Emmanuel Church into a new season. We hope our numbers will continue to recover as our congregation feel safe to return in the wake of Covid. There will be more exciting new opportunities to live out our Christian faith in worship and service as we continue to rebuild and grow stronger.

**Sarah King & Paul Franklin (Churchwardens)**



# EMMANUEL STOUGHTON PCC

## Operating and Financial Review for the Year ended 31 December 2021

### 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 2021 showed a net surplus on restricted and unrestricted funds. Income of the PCC amounted to £545,762 (2020: £496,791) for the year out of which resources expended were £541,263 (2020: £522,288) resulting in a surplus of £4,499 (2020: deficit of £25,497). Cash at bank totalled £146,780 (2020: £210,182) at the year end with the mortgage outstanding of £383 (2020: £418).

The surplus for the PCC unrestricted fund when assessed in greater detail indicates that the result at the end of the year including the shop income showed a surplus of £888 (2020: deficit £24,928). Covid still had a large impact on our income but an unexpected legacy helped to offset this. The budget figures that the PCC agreed for 2022 are for a small surplus 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 2021, the Vicars Discretionary account and the Little Stars Pre-School fund which recorded a surplus of £2,960 in 2021 (2020: deficit of £2,862).

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 this in a savings account.

The PCC is provided with monthly figures and summaries on income and expenditure for discussion at PCC meetings. Regular giving has increased since last year, reducing the deficit excluding legacies, but we need more giving to reduce the deficit entirely. The finance committee met to review the year and make forecasts for 2022 which indicated that the finances would be in surplus mainly due to the rental income of our church properties.

2022 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 was completed 2021 and is now rented out.

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 a legacy in 2021 (none 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) decreased in 2021 by 3.7% and expenditure decreased by 1.1%. The major expenditure items to decrease were fair trade purchases and repair costs offset slightly by higher staff and utilities 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 2021.

# EMMANUEL STOUGHTON PCC

## Operating and Financial Review

for the Year ended 31 December 2021

The youth worker house at 81 Worplesdon Road (£17 of mortgage interest and upkeep) is a significant expense but is considered a good investment compared to renting.

The Coffee Shop deficit was £5,488 (2020: £1,335), with trade heavily impacted by the lockdown but partly assisted by a grant and furlough, and is funded by the PCC. The Fair Trade Shop surplus of £687 is after £6,000 donation (2020: deficit of £2,571 after £3,500 donation), donations to charities are advised by the shop management committee as agreed by the PCC.

### Restricted Funds

Missionary giving for the year was up in 2021, Mission income was 15.3% higher than 2020 and giving to the Hardship fund increased by 1.5%. 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 surplus of £2,960 (2020: deficit £2,862), the finances remaining strong and cash resources sufficient to meet running costs, reserves stand at £63,625.

### 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 2022 and into 2023 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 2021

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2021. 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

Rev'd Frank Scammell	Incumbent (to Sep 2021)	<i>chairman</i>
Rev'd 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	
Natalie Galer	Elected Representative on Deanery Synod	
Lois Cook	Elected Representative on Deanery Synod	
Richard Horn	Licensed Lay Minister (Reader)	
Peter Evans	Licensed Lay Minister (Reader) (from June 2021)	

#### Elected members

Alex Bingham (to May 2021)	Debbie Marshall (from May 2021)
Nicola Cole	Nigel McDonald
Phil Coleman	Di Morris (from May 2021)
James Connold (from May 2021)	Liz Muston
Anthony Cowey	Colin Piercey (to May 2021)
Rachel Downey (from May 2021)	Emma Wakefield (to May 2021)

Terry Fox

Helen Gillon (to May 2021)

Andrew Hodson

Amanda Littleboy

#### Co-opted members

David Magnuson (Treasurer)



# EMMANUEL STOUGHTON PCC

## Report of the Trustees for the Year ended 31 December 2021

### 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'.

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.

# EMMANUEL STOUGHTON PCC

## Report of the Trustees for the Year ended 31 December 2021

### Public Benefit

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

### Church Membership

Electoral Roll at APCM 2021 was 353

Attendance	Adults		Children and Young People	
	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
2021				
Sun 3 Oct	278		48	2
Weekdays 4 - 9		66	0	2
Sun 10 Oct	175		34	3
Weekdays 11 -16		12	0	1
Sun 17 Oct	202		38	2
Weekdays 18-23		15	0	1
Sun 24 Oct	183		21	3
Weekdays 25 - 30		10	0	1

Aretia Debenham (Electoral Roll Officer)

### 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 11th April 2022 and signed on its behalf by:



Sarah King – Trustee and Lay Vice 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 2021 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: 26 May 2022



**EMMANUEL STOUGHTON PCC**  
**Statement of Financial Activities**  
**for the year ending 31 December 2021**

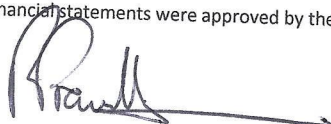
		<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>31.12.21 Total funds £</b>	<b>31.12.20 Total funds £</b>
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	295,027	92,352	387,379	365,669
Investment income	3	92	2	94	1,227
<b>Incoming resources from charitable activities</b>					
Church activities	4	58,253	100,036	158,289	129,895
<b>Total incoming resources</b>		353,372	192,390	545,762	496,791
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities costs</b>					
Church activities	5	231,192	186,524	417,716	391,407
Support costs	5	120,692	2,255	122,947	130,281
<b>Governance costs</b>	6	600	-	600	600
<b>Total resources expended</b>		352,484	188,779	541,263	522,288
<b>NET INCOMING / (OUTGOING) RESOURCES</b>		888	3,611	4,499	(25,497)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		837,111	86,978	924,089	949,586
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>837,999</u>	<u>90,589</u>	<u>928,588</u>	<u>924,089</u>

The notes form part of these financial statements  
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**EMMANUEL STOUGHTON PCC**  
**Balance Sheet at 31 December 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.21 Total funds £	31.12.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible fixed assets	9	767,815	-	767,815	695,675
<b>CURRENT ASSETS</b>					
Stock	10	8,933	-	8,933	5,529
Debtors	11	42,115	533	42,648	54,876
Cash at bank and in hand		50,175	96,605	146,780	210,182
		101,223	97,138	198,361	270,587
<b>CURRENT LIABILITIES</b>					
Creditors: Amounts falling due within one year	12	(30,710)	(6,549)	(37,259)	(41,808)
<b>NET CURRENT ASSETS</b>					
		70,513	90,589	161,102	228,779
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		838,328	90,589	928,917	924,454
<b>NON-CURRENT LIABILITIES</b>					
Creditors: Amounts falling due after more than one year	13	(329)	-	(329)	(365)
<b>NET ASSETS</b>					
		837,999	90,589	928,588	924,089
<b>FUNDS</b>					
Unrestricted funds	15			837,999	837,111
Restricted funds				90,589	86,978
<b>TOTAL FUNDS</b>					
				928,588	924,089

The financial statements were approved by the Board of Trustees on 11th April 2022 and were signed on its behalf by:



Paul Franklin - Churchwarden

**EMMANUEL STOUGHTON PCC**  
**Statement of Cash Flows**  
**for the year ended 31 December 2021**

	31.12.21	31.12.20
	£	£
<b>Net cash generated by operating activities (Note 16)</b>	20,271	(4,212)
<b>Cash flows from investing activities:</b>		
Interest	93	1,227
Additions to fixed assets	<u>(83,731)</u>	<u>(129,950)</u>
<b>Net cash used by investing activities</b>	<u>(83,638)</u>	<u>(128,723)</u>
<b>Cash flows from financing activities:</b>		
Repayment of borrowings	(35)	(33)
<b>Net cash used by financing activities</b>	<u>(35)</u>	<u>(33)</u>
<b>Change in cash and cash equivalents in the year</b>	(63,402)	(132,968)
<b>Cash and cash equivalents brought forward</b>	210,182	343,150
<b>Cash and cash equivalents carried forward</b>	<u><u>146,780</u></u>	<u><u>210,182</u></u>

**EMMANUEL STOUGHTON PCC**  
**Notes to the Financial Statements**  
**for the Year Ended 31 December 2021**

**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 2021**

**2. VOLUNTARY INCOME**

	Unrestricted funds	Restricted funds	31.12.21 Total funds	31.12.20 Total funds
	£	£	£	£
Standing orders	2,056	-	2,056	4,462
Tax efficient giving	206,270	-	206,270	195,992
Income tax recoverable	48,507	-	48,507	48,234
Collections	3,375	-	3,375	2,035
Sundry donations	7,672	-	7,672	18,942
Legacies	21,600	-	21,600	-
Grants	5,547	-	5,547	14,155
Missionary income	-	77,551	77,551	67,266
Hardship Fund Income	-	14,801	14,801	14,583
	<u>295,027</u>	<u>92,352</u>	<u>387,379.21</u>	<u>365,669</u>

**3. INVESTMENT INCOME**

	Unrestricted funds	Restricted funds	31.12.21 Total funds	31.12.20 Total funds
	£	£	£	£
Dividends and interest	<u>92</u>	<u>2</u>	<u>94</u>	<u>1,227</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	31.12.21 Church activities	31.12.20 Church activities
	£	£
Fair trade shop	13,318	12,558
Coffee shop	14,656	10,025
Little Stars Pre-School fees and SCC funding	100,036	83,334
Wedding and funeral fees	5,213	6,391
Church complex lettings	25,066	17,587
	<u>158,289</u>	<u>129,895</u>



**EMMANUEL STOUGHTON PCC**  
**Notes to the Financial Statements**  
**for the Year ended 31 December 2021**

**5. CHARITABLE ACTIVITIES COSTS**

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>Direct costs</b>	<b>Direct costs</b>
	<b>£</b>	<b>£</b>
Church activities	<u>417,716</u>	<u>391,407</u>
Support costs are as follows:		

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>31.12.21 Total funds</b>	<b>31.12.20 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Administrative staff salary	35,216	-	35,216	36,279
Telephone & IT support	3,873	-	3,873	2,523
Postage and delivery	436	-	436	300
Printing and copying	6,050	-	6,050	7,424
Sundry	-	-	-	9
Complex cleaning and utilities	40,784	2,255	43,039	37,398
Insurance	6,280	-	6,280	5,604
Repairs and maintenance	14,589	-	14,589	27,402
Bank charges	1,255	-	1,255	1,037
Depreciation of church equipment	11,592	-	11,592	10,697
Legal and professional fees	600	-	600	1,589
Mortgage interest	17	-	17	19
	<u>120,692</u>	<u>2,255</u>	<u>122,947</u>	<u>130,281</u>

**6. GOVERNANCE COSTS**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>31.12.21 Total funds</b>	<b>31.12.20 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent examination fee	<u>600</u>	<u>-</u>	<u>600</u>	<u>600</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 £309 during the year (2020: £761).

No other Trustees received any remuneration in the year (2020: nil).

**Trustees' expenses**

A total amount of £1,078 (2020: £698) was paid to 3 PCC trustees/elected members and a total amount of £70 (2020: £1,963) was paid to 1 PCC ex-officio members during the year, in reimbursement for PCC and Church costs expended.

**8. STAFF COSTS**

Total staff costs amounted to £188,900 for 2021 (2020: £175,456).

The average number of staff during the year was 17 (2020: 16).

There were no high paid staff in either 2021 or 2020.

**9. TANGIBLE FIXED ASSETS**

	Freehold property £	Church equipment £	Totals £
<b>COST</b>			
At 1 January 2021	682,729	122,969	805,698
Additions	78,235	5,496	83,731
At 31 December 2021	<u>760,964</u>	<u>128,465</u>	<u>889,429</u>
<b>DEPRECIATION</b>			
At 1 January 2021	-	110,023	110,023
Charge for year	-	11,591	11,591
At 31 December 2021	<u>-</u>	<u>121,614</u>	<u>121,614</u>
<b>NET BOOK VALUE</b>			
At 31 December 2021	<u>760,964</u>	<u>6,851</u>	<u>767,815</u>
At 31 December 2020	<u>682,729</u>	<u>12,946</u>	<u>695,675</u>

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**9. TANGIBLE FIXED ASSETS - continued**

The freehold properties comprises of the Church House located at 12 Grange Close, 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. STOCK**

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Stock	<u>8,933</u>	<u>5,529</u>

**11. DEBTORS**

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>42,648</u>	<u>54,876</u>

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

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Mortgage	54	54
Trade creditors	5,324	25,249
Taxation and social security	2,086	-
Other creditors	<u>29,795</u>	<u>16,505</u>
	<u>37,259</u>	<u>41,808</u>

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

	<b>31.12.21</b>	<b>31.12.20</b>
	<b>£</b>	<b>£</b>
Mortgage	<u>329</u>	<u>365</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Mortgage more than 5 year by instalments	<u>161</u>	<u>161</u>

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**14. SECURED DEBTS**

The following secured debts are included within creditors:

	31.12.21	31.12.20
	£	£
Mortgage	383	418

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

**15. MOVEMENT IN FUNDS**

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
<b>Unrestricted funds</b>			
General Fund	837,111	888	837,999
<b>Restricted funds</b>			
Little Stars Pre-School	54,649	2,960	57,609
The Mission and Charity account	30,696	651	31,347
Vicars Discretionary account	1,633	-	1,633
	86,978	3,611	90,589
<b>TOTAL FUNDS</b>	924,089	4,499	928,588

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General Fund	353,372	(352,484)	888
<b>Restricted funds</b>			
Little Stars Pre-School	100,038	(97,078)	2,960
The Mission and Charity account	92,352	(91,701)	651
	192,390	(188,779)	3,611
<b>TOTAL FUNDS</b>	545,762	(541,263)	4,499

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

	31.12.21	31.12.20
	£	£
Net movement in funds	4,499	(25,497)
Adjustments for:		
Depreciation charges	11,591	10,696
Dividends, interest and rents from investments	(94)	(1,227)
Increase in stocks	(3,404)	(1,197)
Decrease/(increase) in debtors	12,228	(7,634)
(Decrease) / increase in creditors	(4,549)	20,647
Net cash provided by (used in) operating activities	<u>20,271</u>	<u>(4,212)</u>

**17. OTHER FINANCIAL COMMITMENTS**

At 31 December 2021, the PCC still had £2,661 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.