

**PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK**  
**(Registered Charity No. 1130280)**

**ANNUAL REPORT**  
**AND**  
**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK**  
**(Registered Charity No. 1130280)**

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Incumbent:** The Reverend Matthew Peat

**Address:** Whitkirk Vicarage  
386 Selby Road  
Whitkirk  
Leeds  
LS15 0AA

**Bank:** Yorkshire Bank Plc  
Crossgates Branch  
10 Austhorpe Road  
Leeds  
LS15 8DL

**Investment Managers:** CCLA Investment Management Ltd  
The CBF Church of England Funds  
80 Cheapside  
London  
EC2V 6DZ

**Independent Examiner:** White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

### **Aims and Purposes**

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

As part of the Church of England, the Parish Church of St Mary's, Whitkirk aims to be a Christian presence in the community by proclaiming the good news of God's kingdom through;

- Prayer and worship
- Trusting in God: Father, Son and Holy Spirit
- Teaching, baptizing and nurturing in faith
- Fellowship and acts of loving service
- Stewardship and concern for justice

The PCC is also responsible for the maintenance of the fabric of the Grade I listed church building and the Community Centre.

### **Objectives and Activities**

As a registered charity the PCC have taken note of the Charity Commission's guidance on public benefit, particularly the specific guidance in respect of the advancement of religion.

The PCC is committed to enabling as many people as possible to worship at the Church, and to become part of the life of the wider community. The PCC maintains an overview of worship within the parish and considers how the services meet the spiritual requirements of the differing groups in the area.

Our Vision Statement is;

***'Where all find a welcome and are nurtured in their journey with Christ'***

### **Regular Worship and Attendance Information**

Restrictions imposed to combat the Global Pandemic meant that for the majority of 2020 the regular pattern of worship was suspended. However, in this age of global communication, we used technology to stream Sunday Services online, letting people from around the world as well as our local community join and discover worship at St Mary's. It is difficult to quantify the number of individuals watching each week but usually we have an average of 60 households watching live, with total views for each service varying between 111 and 150.

St Mary's had 196 persons registered on the Electoral Roll in 2020.

When restrictions permit, we encourage Baptisms and we welcome many couples for their wedding at St. Mary's. Funerals are also an important part of our work in the community. These take place either in the church or in one of the local crematoria.

The church maintains an open graveyard in which all residents of the parish have a right under law to be buried and, although now closed to new full graves, re-openings of existing plots and plots for the burial of cremated remains are available.

In 2020 we celebrated 6 baptisms, 3 weddings and held 17 funerals in church with a further 19 taken at crematoria. There were 6 burials and 25 burials of cremated remains.

Due to the pandemic no memorial services were held in 2020.

### **The Church and St Mary's Community Centre**

The current church building is a Grade I listed structure and is predominantly from the 14th and 15th Centuries, although there is evidence of earlier structures dating back to pre-conquest times.

St Mary's Community Centre normally provides a facility for numerous groups in the local community, including a Guiding unit, Luncheon Clubs, Whitkirk Arts Guild and several weight and health groups. Country Dancing sessions are held regularly and cater mainly for the older members of the community. The Centre is also let out for private functions for all ages. It is the intention of the PCC to encourage more community use, particularly for issues of loneliness and dementia. Unfortunately for the most part of 2020 the Centre was closed due the pandemic restrictions.

### **Financial Review**

The Global Pandemic had a significant impact on finances for 2020, General Funds income being 26% less than the previous year. This could have been much worse but for members of the congregation using alternative methods of giving whilst no services were being held in the church. Planned Giving was only 5% less than 2019. The main areas of reduced General Fund income being Loose Plate Collections and other voluntary donations (-51%), Occasional Services (-35%) and Community Centre income (-67%).

However, the increase in General Funds expenditure was only 0.5%, due mainly in much reduced running costs for both the church building and Community Centre. In order to financially support the Diocese to the best of our abilities a decision was taken to use Designated Funds to cover some General Funds expenditure.

### **Reserves Policy**

It is PCC policy to maintain where possible a balance of unrestricted funds current assets equivalent to three months of unrestricted running costs of £18,000, excluding Parish Share. This is to cover any unexpected reduction in income or emergency situations that may arise. The year-end balance of £12,906 of unrestricted funds (not including designated funds) did not meet this target.

### **Volunteers**

St Mary's is only able to provide the range of services and activities that makes up the vibrant church community because of the many volunteers who give freely of their time and skills. Teams of volunteers are engaged in all aspects of work, church services, pastoral care, cleaning of the church, church flowers, maintenance of the Church and Church Hall, tidying the graveyard and cemetery, organizing events, bar staff, magazine production, and secretarial services. It would be unfair to recognize any individuals by name, but the PCC would like to thank all the volunteers for their tireless endeavours.

## Structure, Governance and Management

St Mary's Church is situated on Selby Road, Whitkirk, Leeds. It is part of the Diocese of Leeds within the Church of England. The correspondence address is Whitkirk Vicarage, 386 Selby Road, Whitkirk, Leeds LS15 0AA.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission (Registered No. 1130280)

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including decisions on how the funds are to be spent.

During the year the following served as members of the PCC:

Incumbent: The Reverend Matthew Peat (Chair)  
Reader: Lynne Pickersgill

Churchwardens: David Scholey (Vice Chair)  
James Black (Vice Chair)

Representatives on the Deanery Synod:  
Lynne Pickersgill  
Alistair Hezel (Treasurer)  
Glenn Middleditch  
Sue Middleditch (PCC Secretary)

Elected Members:  
Joan Williams (From 30/4/2019)  
Nick Jackson (From 30/4/2019)  
Tony Bond  
Lesley Hughes  
Janet Blenkinsop  
Ann Rhodes  
Kathryn Milner (To 30/4/2019)  
Liz Hayes  
Sue Butcher  
Martin Higgins  
Pam Wood  
Jean Bradley  
Gemma Burton  
Melvin Herring  
David Waddington  
Catherine Sirrell

The PCC met on 7 occasions during the year including 1 Extraordinary meeting. The average attendance at meetings was 77%.

## Vicar's Report

On our noticeboard on Selby Road it describes St. Mary's Whitkirk as 'vibrant community of faith - Where all find a welcome and are nurtured in their journey with Christ.'

Few of us could have imagined that so many of the things that contribute to that vibrancy would not have been possible for us over the last year. And yet we have continued to be that community of faith we all value. A community in which we worship together, where we support each other and where we grow in love and faith. The ways through which each of those have been achieved has had to change.

Our worship has moved online (even during times when we were gathering for public worship), support has been over the doorstep or via telephone or text message, and we have learned too, as online we have continued to run our Christian basics course Faithbook, as well as our recent Lent course. However, whilst we give thanks for what has been we know too that we have lost much.

We have lost members of our church family during the pandemic and not been able to mourn them as we would wish. We have lost the ability to worship with the freedom, spontaneity and hearty voice that contribute to that special Whitkirk style as voices have been muted and we are distanced from each other. We have lost the chance to gather for important life events like baptisms, or weddings. We have not had the chance to socialise with a cup of coffee, or at one of our social events.

So, we hope and pray that there will be some return to normal over the coming months, but whatever those months look like (we have got used to changing plans) our aspiration to be a vibrant community of faith where all are welcome remains. Therefore, in the coming months I am hoping that we can reflect more on what we have been and still are going through and what we might learn from it.

Ordinarily my words for the Annual Report would be an invaluable opportunity to reflect on the work of the different groups working at St. Mary's. Consider the targets that have been set, whether they had been achieved in a given year and what targets there were going to be for the coming year. This kind of focused work is important in the life of a parish, but for now it is I think important to simply pause, reflect, review and then re-start. Of course somethings have never stopped, worship for example is our primary calling but even then something has changed - we now have camera's in church so that we can livestream our Sunday worship. But there is more, and I hope that when it is possible, we shall involve the whole community in reflecting and dreaming in the light of what we have been through. So that we can emerge and continue to be a vibrant community of faith. So, in this Annual Report you will see there is no detail about sub committees, they will hopefully reappear next year and perhaps look a little different depending on the outcome of our discussions and the priorities we shall set.

In the meantime we pray for grace to continue to be that 'vibrant community of faith' we all so value, 'where all' still do 'find a welcome and are nurtured in their journey with Christ.' And give thanks for all who have and continue to support St. Mary's in ways large and small.

We give thanks especially for our churchwardens, Melvin and especially James who steps down as churchwarden this year as we call to mind his cheery and willing service through his time in office. And to members of the Coronavirus Management Team among them Nick Jackson who deserves a specific mention in helping us establish and then continue to provide an online presence, a lifeline for many during our times of lockdown. We give thanks too for the continued financial support for St. Mary's last year, which we could then pass onto the Diocese in parish share.

Finally, thank you also to all of you who have supported me through kind words of encouragement and support and to the whole church family near and far as we, despite everything we have been through, and the challenges we still face, continue to be a people of hope committed to living following the way of Jesus Christ who is for us *'the way, the truth and the life.'*

On behalf of the PCC

A handwritten signature in black ink that reads "Matthew Peat". The signature is written in a cursive style with a small horizontal line under the final "t".

The Reverend Matthew Peat

6<sup>th</sup> June 2021

Date



## REPORT OF THE EXAMINER TO THE TRUSTEES OF PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK

I report on the accounts of the company for the year ended 31 December 2020, which are set out on pages 8 to 18

Respective responsibilities of trustees and examiner.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 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, comply with the accounting requirements of the 2011 Act

have not been met; or

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



Craig Williamson

White Rose Accounting for Charities, The Ghyll, Threapland, Aspatria CA7 2EL

Dated: 28/03/2021

**Statement of Financial Activities**  
**For the period from 01 January 2020 to 31 December 2020**

	Note	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Incoming resources</b>							
Incoming resources from generated funds	2(a)						
Voluntary income		101,073	7,295	2,301	—	110,669	113,765
Activities for generating funds		16,178	—	180	—	16,358	54,288
Investment income		—	65	8	—	73	214
Incoming resources from charitable activities	2(b)	10,213	—	—	—	10,213	15,574
Other incoming resources	2(c)	15	—	11	—	26	1,007
<b>Total income</b>		<b>127,478</b>	<b>7,360</b>	<b>2,500</b>	<b>—</b>	<b>137,339</b>	<b>184,847</b>
<b>Resources used</b>							
Costs of generating funds	3(b)						
Costs of generating voluntary income		12	—	—	—	12	508
Fundraising trading: cost of goods sold and other costs		75	—	—	—	75	157
		6,035	—	(180)	—	5,855	19,771
Charitable activities	3(a)	140,211	30,369	19,130	—	189,711	173,808
Governance costs	3(b)	350	—	—	—	350	350
Other resources used	3(c)	—	—	—	—	—	277
<b>Total expenditure</b>		<b>146,684</b>	<b>30,369</b>	<b>18,950</b>	<b>—</b>	<b>196,003</b>	<b>194,873</b>
<b>Net income / (expenditure) resources before transfer</b>		<b>(19,205)</b>	<b>(23,009)</b>	<b>(16,450)</b>	<b>—</b>	<b>(58,664)</b>	<b>(10,026)</b>
<b>Transfers</b>							
Gross transfers between funds - in	3(e)	18,743	9,313	—	—	28,056	10,642
Gross transfers between funds - out		(253)	(18,743)	(9,060)	—	(28,056)	(10,642)
<b>Other recognised gains / losses</b>	5(b)						
Gains on revaluation, fixed assets, charity's own use		—	—	—	60	60	—
<b>Net movement in funds</b>		<b>(715)</b>	<b>(32,440)</b>	<b>(25,510)</b>	<b>60</b>	<b>(58,604)</b>	<b>(10,026)</b>
<b>Reconciliation of funds</b>							
<b>Total funds brought forward</b>		<b>287,448</b>	<b>47,722</b>	<b>37,081</b>	<b>226</b>	<b>372,477</b>	<b>382,503</b>
<b>Total funds carried forward</b>		<b>286,733</b>	<b>15,282</b>	<b>11,571</b>	<b>286</b>	<b>313,873</b>	<b>372,477</b>

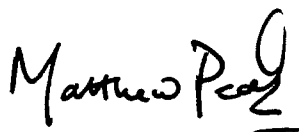
**Balance sheet**  
**As at: 31 December 2020**

		As at 31/12/2020	As at 31/12/2019
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	5(a)	276,888	277,832
Investments	5(b)	286	226
		<hr/>	<hr/>
		277,174	278,058
		<hr/>	<hr/>
<b>Current assets</b>			
Stocks and work in progress		1,603	2,761
Debtors	6	4,805	6,173
Cash at bank and in hand		33,134	87,978
		<hr/>	<hr/>
		39,542	96,912
		<hr/>	<hr/>
<b>Liabilities</b>			
Creditors: Amounts falling due in one year	7	2,843	2,493
		<hr/>	<hr/>
<b>Net current assets less current liabilities</b>		<b>36,699</b>	<b>94,419</b>
		<hr/>	<hr/>
		<hr/>	<hr/>
<b>Total assets less current liabilities</b>		<b>313,873</b>	<b>372,477</b>
		<hr/>	<hr/>
		<hr/>	<hr/>
<b>Total net assets less liabilities</b>		<b>313,873</b>	<b>372,477</b>

There may be minor discrepancies in the totals if the pence are not being shown

Approved by the Parochial Church Council on

2021 and signed on its behalf by:



Reverend Matthew Peat (Chair)



Alistair Hezel (Treasurer)

The notes on Pages 10 to 18 form part of these accounts

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2020

### I. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice.

The financial statements have been prepared under the historical cost convention except for the valuation of land and buildings and investments shown at market value.

#### a) 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. These include funds designated for a particular purpose by the PCC.

The purpose of any restricted funds is noted in the accounts.

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

#### b) Incoming resources

##### i) Voluntary income and capital sources

- Collections are recognised when received.
- Planned giving under Gift Aid is recognised only when received.
- Income tax recoverable on Gift Aid donations is recognised when receivable.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.
- Sales of magazines are accounted for gross.

##### ii) Other income

- Rental income from the letting of PCC premises is accounted for when the rental is due.

##### iii) Income from investments

- Dividends are accounted for when due. Interest is accounted for on an accrued basis.
- Tax recoverable is recognised in the same accounting period.

##### iv) Gains and losses on investments

- Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December 2020.

### c) Resources used

#### i) Grants

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

#### ii) Activities directly relating to the work of the Church

Parish share is a request from the Diocesan Board of Finance for each parish to contribute a specific amount each year to help meet the Diocesan budget. If a parish is unable to meet the full amount requested then it is treated as Historic Share to be contributed in a later accounting year. The PCC has passed a resolution to the effect that its current financial situation is such that it cannot realistically have any intention of paying its historic share and therefore its value is not being shown as a creditor within the accounts. See Note 3(a).

### d) Fixed Assets

#### i) Consecrated land and buildings and movable church furnishings

- Consecrated and beneficed property is excluded from the accounts by s.96(2)(c) of the Charities Act 1993.

- No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

#### ii ) Other land and buildings

- Other land and buildings held on behalf of the PCC for its own purposes are included at the valuation as of 31 December 2007. No depreciation however is provided on freehold properties as in the opinion of the PCC neither their current value nor anticipated future value is less than their current value. Any expenditure on maintenance or improvement is written off as incurred.

#### iii) Other equipment

- Equipment is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off in the period in which the asset is acquired.

### e) Investments

- Investments are valued at market value at 31 December 2020.

### Current Assets

- Amounts owing to the PCC at 31 December 2020 in respect of fees, rents, income tax recoverable or other income are shown as debtors less provision for amounts that may prove uncollectable.

- Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank

- Cash at Bank and in Hand includes cash and bank current accounts.

**St Mary's Church Whitkirk**  
**Analysis of income and expenditure**  
**Selected period: 01 January 2020 to 31 December 2020**

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>Incoming resources</b>						
<b>2(a) Incoming resources from generated funds</b>						
Tax efficient planned giving	59,123	-	-	-	59,123	63,002
Other planned giving	15,208	-	-	-	15,208	15,426
Loose plate Collections	3,498	-	-	-	3,498	13,012
Giving through church boxes	145	-	-	-	145	449
One-off donations	3,456	100	264	-	3,820	1,869
Specific Appeals	-	2,400	20	-	2,420	-
Flower Fund Income	-	-	190	-	190	846
Tax recoverable on Gift Aid	16,364	60	59	-	16,483	19,161
Legacies	-	2,965	-	-	2,965	-
Grants	3,278	1,770	1,769	-	6,817	-
Church Events	440	-	180	-	620	6,424
Ch hall lettings-fund raising	6,826	-	-	-	6,826	19,607
Magazine income - advertising	698	-	-	-	698	1,055
Bar Income	8,215	-	-	-	8,215	27,202
Bank & building soc interest	-	65	8	-	73	214
	117,251	7,360	2,489	-	127,101	168,266
<b>Incoming resources from generated funds Totals</b>						
<b>2(b) Incoming resources from charitable activities</b>						
Wedding Fees	1,178	-	-	-	1,178	3,891
Funeral Fees	2,926	-	-	-	2,926	3,396
Churchyard Fees	5,078	-	-	-	5,078	6,966
Bookstall sales to promote obj	91	-	-	-	91	163
Parish magazine sales	939	-	-	-	939	1,158
	10,213	-	-	-	10,213	15,574
<b>Incoming resources from charitable activities Totals</b>						
<b>2(c) Other incoming resources</b>						
Other Funds Generated	15	-	11	-	26	519
Insurance claims	-	-	-	-	-	488
	15	-	11	-	26	1,007
<b>Other incoming resources Totals</b>						
<b>Incoming resources Grand totals</b>	<b>127,478</b>	<b>7,360</b>	<b>2,500</b>	<b>-</b>	<b>137,339</b>	<b>184,847</b>

## Resources used

### 3(b) Costs of generating funds

Fair Trade	12	-	-	-	12	508
Costs of stewardship	75	-	-	-	75	157
Cost of church events	177	-	(180)	-	(3)	2,260
Bookstall stock	45	-	-	-	45	42
Bar Stock	4,546	-	-	-	4,546	16,430
Bar expenses	1,268	-	-	-	1,268	1,040

<b>Costs of generating funds Totals</b>	6,122	-	(180)	-	5,942	20,437
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### 3(a) Charitable activities

Home mission	-	-	-	-	-	550
Parish share	96,000	-	-	-	96,000	96,000
Assistant staff costs	10	-	-	-	10	359
Organists Salary	4,730	-	-	-	4,730	4,651
Working expenses of incumbent	889	-	-	-	889	1,494
Vicarage expenses	248	-	-	-	248	-
Miscellaneous expenditure	-	-	35	-	35	537
Mission Expenses	-	16	7	-	23	1,669
Insurance	5,947	-	-	-	5,947	5,942
Church Music & Choir	-	-	874	-	874	1,364
Church maintenance	1,602	7,821	14,640	-	24,064	673
Upkeep of services	425	-	18	-	443	2,912
Flower Fund	-	-	230	-	230	1,096
Upkeep of churchyard	7,992	-	-	-	7,992	10,952
Waste disposal	2,964	-	-	-	2,964	3,618
Administration	2,101	-	-	-	2,101	1,366
Performing Rights	1,420	-	-	-	1,420	722
Postage	164	-	-	-	164	187
Printing & Stationery	2,289	-	-	-	2,289	3,351
Health & Safety	1,540	1,695	-	-	3,235	1,888
Furniture Equipment	561	1,156	1,551	-	3,268	3,012
Church Gas & Electric	2,268	-	-	-	2,268	2,752
Centre Gas, Electricity & Water	4,031	-	-	-	4,031	6,099
Centre maintenance & cleaning	5,032	-	-	-	5,032	11,191
Depreciation Hall	-	-	944	-	944	944
Church Bells restoration	-	10,620	-	-	10,620	-
Centre Refurbishment	-	9,060	831	-	9,891	10,479

<b>Charitable activities Totals</b>	140,211	30,369	19,130	-	189,711	173,808
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### 3(c) Governance costs

Independent Examination	350	-	-	-	350	350
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<b>Governance costs Totals</b>	350	-	-	-	350	350
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### Other resources used

2180 - Hospitality Expenses	-	-	-	-	-	277
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<b>Other resources used Totals</b>	-	-	-	-	-	277
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<b>Resources used Grand totals</b>	£ 146,684	£ 30,369	£ 18,950	£ -	£ 196,003	£ 194,873
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*There may be minor discrepancies in the totals if the pence are not being shown*

### 3(e) Transfers

The PCC agreed that 3% of church-based income be designated for the maintenance and repair of the fabric of the church building. This amounted to £253 before being suspended due to impact of COVID restrictions. £9,060 transferred from Property Fund restricted to Property Fund Designated to correct posting error. £18,743 from Designated to General Funds to cover general running costs due to significant fall in General Fund income due to COVID restrictions.

#### 4(a) STAFF COSTS

	<u>2020</u>	<u>2019</u>
Wages	4,730	4,651

During the year the PCC employed an organist for whom no social security costs were incurred.

#### 4(b) PAYMENTS TO PCC MEMBERS

A close relative of one member of the PCC has the contract for grounds maintenance. This contract was held prior the person becoming a PCC Member. No other members of the PCC, or persons closely connected to them, received any payments from the funds of the PCC.

### 5. FIXED ASSETS

#### (a) Tangible

	Freehold Land & Buildings	Church Equipment	Hall Equipment	Total
ACTUAL/DEEMED COST				
At 1 January 2020	275,000	11,763	10,946	297,709
Disposal	-	-	-	-
Additions	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2020	275,000	11,763	10,946	297,709
DEPRECIATION				
At 1 January 2020	-	11,763	8,114	19,877
Charge for the year	-	-	944	944
At 31 December 2020	-	11,763	9,054	20,817
<b>Net book value at 31 December 2020</b>	275,000	-	1,888	276,888
<b>Net book value at 31 December 2019</b>	275,000	-	2,832	277,832

#### 5(b) Investments

	£
Market value at 1 January 2020	226
Disposals at carrying value	-
Purchases at cost	-
Revaluation gain/(loss)	60
Market value at 31 December 2020	286

Holdings at 31 December 2020      CBF Investment Fund      14    shares

### 6. DEBTORS

	2020	2019
	£	£
Gift Aid receivable	1,315	1,925
Prepayments	3,490	3,485
<b>Total Debtors</b>	<b>4,805</b>	<b>6,173</b>

### 7. LIABILITIES

Amounts falling due in one year		
Creditors for goods and services	1,393	2,493
Agency collections	1,450	-
<b>Total liabilities</b>	<b>2,843</b>	<b>2,493</b>



## 8. FUNDS

Unrestricted, Designated, Restricted and Endowment Funds are defined as follows;

Unrestricted Funds are funds given to the church on the general understanding that they will be used at the discretion of the PCC for furthering the mission and ministry of the church.

Designated Funds are funds set aside by the PCC for use in the future (for example, for future building repairs). The money is designated for these particular projects. Designated funds are still unrestricted and can be moved to other funds (re-designated) if the PCC so decides.

Restricted Funds are monies restricted by the donor because they were given for a particular purpose.

An Endowment Fund is another form of restricted fund. It is either money that has been given to the church with the specific instruction that only the interest gained from the money can be spent on an asset (such as a house) or donated to be retained for continuing use by the church. The original money cannot normally be spent and must remain in the form of assets or investments, but not necessarily the same asset that was given.

At 31 December 2020 the restricted funds comprised the following funds;

### **Chancel Repair Fund**

This was funded by an endowment consisting of a quantity of shares in a 7.75% Treasury Bond 2012/15, the interest from which is paid into a Deposit account. The bond matured in 2012 and the shares redeemed, with funds being paid into the deposit account, the funds of which are to be applied to repairs within the Chancel. This fund was established in 1976 by Trinity College, Cambridge in mitigation of their responsibility as Lay Rectors of the Church. The Diocesan Board of Finance act as Custodian Trustees.

### **Churchyard Fund**

This is funded by an endowment consisting of a quantity of shares in the CBF Investment Fund, the dividends being paid into St Mary's current account. Established in 1959, the trust is to maintain the graves of Annie Christie and Henry Nelson and any surplus income used to keep the churchyard in good order. The Diocesan Board of Finance act as Custodian Trustees.

### **Fabric Fund**

Incoming resources which are designated for the 'Fabric or Building Fund' are used for the repair and maintenance of the church or for capital projects. In an accounting period income in excess of expenditure is set against the designated expenses. Where in an accounting period income is in excess of expenditure the excess is carried forward to the next accounting period.

### **Flower Fund**

Incoming resources are used to purchase flowers for church and other church functions. Where in an accounting period income is less than expenditure, flowers will be purchased from the general funds.

### **Floodlight Fund**

Incoming resources which are restricted to the "Floodlight Fund" are used for the repair and maintenance of the plant and equipment which make up the floodlighting system. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### **Hall Loop fund**

Incoming resources to be used for the installation and maintenance of an induction loop system in the Church Hall. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

**Organ Fund**

Incoming resources are to be used for maintenance, refurbishment or towards the replacement of the church's pipe organ. In an accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

**Property Fund**

Funds from applications to grant giving bodies and a specific appeal for the redevelopment of the Church Hall.

**Vestments Fund**

Incoming resources are to be used for the repair or replacement of clerical vestments. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

**Youth Fund**

Incoming resources are to be used for events and resources for children and young people. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

**War Memorial Fund (Lychgate Fund)**

Funds transferred from a closed branch of the Royal British Legion for the purposes of maintaining local war memorials. The Church's Lychgate is a War Memorial and the funds from this source have been used towards the cost of the recent refurbishment of the Lychgate.

**Purpose of designated funds:**

The Property Fund is for the redevelopment of the Church Hall.

The Legacy Fund is for specific projects identified by the PCC and not normally to be used for general running costs.

The Fabric Fund is funded by a transfer of 3% from church based income and provides funds for the maintenance and repair of the fabric of the church building.

**Fund movement by type**  
**Selected period: 01 January 2020 to 31 December 2020**

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances carried forward
<b>Unrestricted</b>						
General	287,448	127,478	146,684	18,490	—	286,733
<b>Sub-totals</b>	<b>287,448</b>	<b>127,478</b>	<b>146,684</b>	<b>18,490</b>	<b>—</b>	<b>286,733</b>
<b>Designated</b>						
Fabric	7,568	—	7,821	253	—	—
Legacy	39,109	7,360	13,488	(17,699)	—	15,282
PCC Property Projects	1,044	—	9,060	8,015	—	—
<b>Sub-totals</b>	<b>47,722</b>	<b>7,360</b>	<b>30,369</b>	<b>(9,431)</b>	<b>—</b>	<b>15,282</b>
<b>Restricted</b>						
Lychgate	377	—	—	—	—	377
Music	1,346	180	296	—	—	1,230
Chancel Repair	1,769	—	35	—	—	1,734
Churchyard	69	38	—	—	—	107
Fabric	12,533	1,963	14,495	—	—	—
Flower	503	211	230	—	—	484
Youth	378	—	25	—	—	354
Organ	4,173	89	398	—	—	3,863
Robes	228	—	—	—	—	228
Floodlighting	1,431	20	145	—	—	1,306
Loop	278	—	278	—	—	—
PCC Property Projects	13,997	—	3,049	(9,060)	—	1,888
<b>Sub-totals</b>	<b>37,081</b>	<b>2,500</b>	<b>18,950</b>	<b>(9,060)</b>	<b>—</b>	<b>11,571</b>
<b>Endowment</b>						
Churchyard	226	—	—	—	60	286
<b>Sub-totals</b>	<b>226</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>60</b>	<b>286</b>
<b>Totals</b>	<b>372,477</b>	<b>137,339</b>	<b>196,003</b>	<b>—</b>	<b>60</b>	<b>313,873</b>

9. ANALYSIS OF NET FUNDS	Unrestricted Designated	Unrestricted General	Restricted	Endowment	TOTAL 2019
	£	£	£	£	£
Tangible fixed assets	-	275,000	1,888	-	276,888
Investment Assets	-	-	-	286	286
Current assets	15,282	12,906	11,353	-	39,541
Liabilities	-	(1,174)	(1,669)	-	(2842.52)
	15,282	286,732	11,573	286	313,873

## 10. RISK ASSESSMENT

The PCC actively review the major risks which St Mary's faces on a regular basis and believe that maintaining the free reserves stated, combined with the review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The PCC have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

## 11. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the St Mary's has achieved this are provided in the PCC's Annual Report. The PCC confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding the activities to be undertaken by St Mary's.