

The Parochial Church Council of the Ecclesiastical Parish of  
St Paul, Wokingham & St Nicholas, Emmbrook



Annual Report and Financial Statements for the year ended  
31 December 2020

**The Parochial Church Council of the Ecclesiastical Parish of  
St Paul, Wokingham with St Nicholas, Emmbrook**

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31<sup>st</sup> December 2020

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### **Administrative Information**

The Parish is part of the Deanery of Sonning and of the Reading Area of the Diocese of Oxford within the Church of England and is comprised of three churches governed by two separate Church Councils. The Parochial Church Council of the Ecclesiastical Parish of St Paul, Wokingham and St Nicholas, Emmbrook is responsible for the ministry and management of the two named churches whilst the third, Woosehill Community Church, is a Local Ecumenical Partnership with its own Church Council and is not, therefore, directly covered in this Annual Report nor in the Financial Statements that follow.

### **PCC Members**

#### Ex-Officio

Clergy:	Rector	Rev Richard Lamey (Chairman)
	Associate Priest	Rev Patrick Mukholi ( <i>until June 2020</i> )
	Assistant Curate	Rev Cara Smart ( <i>from September 2020</i> )
	Licensed to Officiate	Rev Judi Hattaway
		Rev Roy Holmes
		Rev Jane Kraft

Church Wardens:	Mr David Ruddock
	Mr Peter Wells

Pro-Wardens (S Nicholas):	Mrs Fiona Albinson
	Mrs Elizabeth Gallagher

Deanery Synod representatives:	Miss Geraldine Lea ( <i>until October 2020</i> )
	Mr David Ruddock
	Mr John Sutton
	Mr Peter Wells

#### Elected Members:

Mr Llewellyn Austen  
Mrs Teresa Austen  
Mrs Christine Barker (*until October 2020*)  
Mr Christopher Cipkin (*appointed October 2020*)  
Mr Andrew Clark (*until October 2020*)  
Mr Kenneth Davenport (*until October 2020*)  
Mrs Susan Davenport  
Mr Anthony Eggleston (*until October 2020*)  
Mr Stuart Fairhead (*until October 2020*)  
Mr Alan Harrison  
Mr Vernon Riley  
Mr Anthony Roberts  
Mrs Pippa Sutton  
Mrs Jean Vaughan

#### Co-opted Members:

Mrs Rhoda Hart (*appointed October 2020 for 1 year*)  
Mr Andrew Clark (*appointed October 2020 for 1 year*)

**The Parochial Church Council of the Ecclesiastical Parish of  
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**Administrative Information (continued)**

Address: St Paul's Parish Office  
Reading Road  
Wokingham  
RG41 1EH

Bank: Barclays Bank plc  
31 Market Place  
Wokingham  
RG40 1AR

Independent Examiner: Deidrie Geise ACMA  
21 Brookfields  
West Wellow  
Romsey  
SO51 6GS

Charity Registration No: 1130325

**The Parochial Church Council of the Ecclesiastical Parish of  
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## **Annual Report**

The Parochial Church Council (PCC) presents its Annual Report and Financial Statements for the year to 31 December 2020.

### **AIMS AND PURPOSES**

The 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. It also has responsibility for the maintenance of St. Paul's Church and churchyard and for one house that it owns in Brook Close, Wokingham.

### **STRUCTURE AND GOVERNANCE**

The PCC has two Approved Governing Documents issued by the Church of England:

The Parochial Church Councils (Powers) Measure 1956 (as amended)

The Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 (as amended))

Composition of the PCC is fixed by resolution of the Annual General Meeting. Membership is for three years with one third elected in each year. If a member resigns for any reason before their three-year term is complete, the new member elected in that place serves the remainder of the previous member's term only.

In 1990 the Annual Meeting resolved to elect the St. Nicholas' Pro-Wardens (who are ex-officio members of the PCC). Resolutions of 1979 and 1988 (ensuring that of the four members elected to Deanery Synod, one should be from St. Nicholas' congregation) were superseded by the 1990 resolution, which contained a similar intention.

The PCC generally meets every other month, with a Standing Committee assembling when necessary to discuss and draw up the agenda for the ensuing PCC meeting. The Standing Committee consists of the Clergy, Churchwardens, Pro-Wardens, Treasurer and Secretary; it sets the agenda for the PCC meetings and transacts business between those meetings where necessary. In addition to the Standing Committee, there are six Parish sub-committees and a brief outline of the responsibilities of each is given below.

**Finance Committee:** Oversees the finances of the PCC

**Worship Committee:** Assists the Rector in planning services, arranges special musical events and proposes changes where necessary

**Mission Committee:** Maintains and supports the relationship between St Paul's and the local community, and between the church and those UK and key overseas charities that the Parish supports

**St. Nicholas' Council:** Co-ordinates all matters relating to St. Nicholas' Church

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**Social Committee:** Arranges church social events to which all are welcome

**Youth and Children's Committee:** Ensures that the voices of children and young people are heard in the Parish, and that they are cared for and involved at the heart of the life of the church, and given the chance to grow in faith.

The PCC works to ensure that each member is fully equipped to fulfil his or her specific role.

## **OBJECTIVES AND ACTIVITIES**

The focus of the PCC is to promote the whole mission of the church in the community, through worship, prayer and contemplation, the provision of pastoral care within the Parish, and mission and outreach work. St. Paul's is an inclusive and welcoming community of faith, imposing no conditions on those who come through our doors, other than a willingness to be open to the love of God revealed to us in Jesus Christ. We are committed to welcoming as many people as possible to worship at our church, and involve all age groups from senior citizens, parents and young people to toddlers. We are increasingly conscious of and committed to our duty and call when it comes to Safeguarding. We have also made a commitment to set an example of good practice when it comes to Domestic Abuse.

## **PUBLIC BENEFIT**

The trustees have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. Although the beliefs, tenets and practices of Christianity meet the charity law definition of religion and are capable of being advanced for the public benefit, there is no longer a presumption of public benefit for charities whose aims include advancing religion. However, the PCC of St. Paul's actively advances religion for the benefit of the public in general, and of those of the wider Parish in particular, in a variety of ways:

### **The encouragement and facilitation of practising Christian faith, including:**

- the provision and maintenance of the church and the Parish Rooms, (all of which are open to the community at large)
- the celebration of baptisms and marriages, and the conducting of funerals
- maintaining the public churchyard
- the saying of masses and other services open to the public
- the provision and maintenance of religious stained-glass windows within the church
- keeping St. Paul's open during daytime so that all may enter to pray and reflect

### **Raising awareness and understanding of Christian beliefs and practices, including:**

- promoting the study of Christian teaching, practices and scriptures
- providing religious instruction and supervision to all within the Parish, including a range of Uniformed Groups from the area who come to visit the Church or have invited members of the Church along to their meetings
- supporting the local Primary and Secondary schools which provide education concerning Christian principles and practices, thus contributing to the spiritual and moral education of children

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- promoting prayer, praise and study through the provision of Lent and Advent courses, and preparation for baptism, confirmation and marriage

**Missionary, outreach and pastoral work, including:**

- encouraging and supporting pastoral work
- active participation in local ecumenical projects under the umbrella of Churches Together in Wokingham, such as the Wokingham Food Bank, Grub Club and the Town Night Shelter
- preparing couples for marriage
- visiting the sick
- offering ministry and services to local nursing and care homes
- administering the sacraments to the sick and dying
- providing chaplaincy to Wokingham Hospital
- providing comfort to the bereaved

**Religious communication, including:**

- providing Christian sermons, talks, and meetings
- recording of regular services and masses, and the distribution of the same to those parishioners unable to attend church
- publishing and distribution of “Spire” magazine throughout the Parish
- maintaining an active website covering all aspects of parish work

## **ACHIEVEMENTS AND PERFORMANCE**

### **Electoral Roll**

At 27<sup>th</sup> September 2020 there were 220 parishioners registered on the Roll, a small increase on the previous year; (204 members at 14 March 2019).

### **Worship and Prayer**

A wide range of services is offered throughout the year in order to uphold our aim of promoting the mission of the church in the community and providing spiritually uplifting worship.

#### *Saint Paul's Church*

St. Paul's is rooted in the Catholic tradition of the Church of England and offers a variety of styles of worship from the quiet contemplation of Evensong, healing services and Benediction to worship within the Parish and family masses. In normal times, in addition to three Sunday services, morning and evening prayer are said during the week as well as one weekday mass. We have been fortunate to be able to live stream our services during the year when meeting in church was not possible. When we were able to return to in person services, we continued to offer a live stream as well.

The church has a strong musical tradition with a large choir of adults and children. We are also fortunate to have a committed and lively team of bell-ringers who ring for major masses, weddings and other special occasions as a way of announcing those services, thus giving glory to God and maintaining a great British tradition.

St. Paul's continues to be committed to building a single community made up of people of all ages and backgrounds. This sense of unity is focused on the way we meet with God together in prayer and worship, in singing and fellowship. However, around this, we would normally run groups for different stages of life although all have been suspended due to the pandemic. The

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monthly Welcome Club for those who are retired is a great gift to the community and vastly over-subscribed. We have two groups for pre-School Children, a Sunday School and a Youth Group. A weekly Coffee & Chat group, a fortnightly men's lunch group, a sewing group and a group for those in their 20s and 30s have all been established. In November we also started a social group on Zoom, which also includes conversation around faith, for those aged 11 or 12, which we have called 6s and 7s because of the names of their school years.

At the heart of the Church of England is the Parish system – the fact that we exist to welcome all people and to be of service to the community of which we form a part. St. Paul's is open every day for all to enter, whether it be to attend our regular services, to celebrate a wedding or a baptism, to give thanks for the life of a loved one during a funeral, or just to reflect and pray. Festivals, such as those at Christmas and Easter, attract many people to the church who would not normally attend, and these occasions especially enable us to reinforce our commitment of welcome, service and community.

*Saint Nicholas' Community Church*

St. Nicholas' Community Church is a more informal church offering worship for both the young and not-so-young. Services have been held in Emmbrook village hall when permitted and include a weekly family mass and a slightly less formal monthly 'See! Hear! Live!' service on the first Sunday of each month. An annual Christingle service takes place with children leading prayers and readings.

The church would also normally run social and fundraising events throughout the year and come together with the congregation of St. Paul's on Mothering Sunday.

The congregation of St. Nicholas' Church have suspended events for 2020 due to the pandemic, although several members have continued to be involved with Partnership for Missional Church and the Mission Innovation team whose aim is to engage with residents of the new housing estate off Matthewsgreen Road.

In addition to their contribution to, and support of, Parish committees and events the members of the congregation of St Nicholas' make a significant contribution to the life of the village of Emmbrook through their involvement in community groups such as the Townswomen's Guild, Emmbrook Senior Citizens Tea Club, the Link Visiting Scheme, Christian Aid collections, by supporting the local schools through Chaplaincy and Governorship, and by visiting and helping those who are unable to attend church services.

*Fellowship Groups*

In addition to services at each church fellowship groups continue to meet regularly via Zoom throughout the whole Parish for prayer, bible study, support and worship.

**ST. PAUL'S IN THE LOCAL COMMUNITY**

St. Paul's Church is an established venue for concerts hosted by local schools, choral and musical societies amongst others. These have included West Forest Sinfonia, Wokingham Choral Society, South Berkshire Singers, and Reading Symphony Orchestra, Emmbrook School, St. Paul's (CE) Junior School and the Holt School.

Built 157 years ago by Mr John Walter III, St. Paul's is Grade II\* Listed and in need of regular attention. The Quinquennial Inspection Report has identified a number of important works



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required to maintain the church in a sound condition, which will be carried out as soon as funds permit. The churchyard continues to be maintained by a dedicated team of parishioners with working parties meeting twice a month. During the year the local Community Payback Scheme worked with the team and have made a significant input to the management and maintenance of the churchyard, reinforcing the valuable contribution that this scheme is able to make. Mown access is now available to all parts of the churchyard and the Payback group are starting to maintain and refurbish the graves. New trees have been planted, unsightly trees removed and existing trees pruned. In addition, there is continuing progress to install accessible paths throughout the churchyard. St Paul's Scouts have also started working in the churchyard and have installed bird feeders.

The church is open daily for private prayer and contemplation. A prayer book is kept for visitors to share their thoughts or to make requests for prayers to be said on their behalf, the large number of entries illustrating the wide variety of people who visit.

During the year the church has maintained and indeed raised its profile in the local community through its contribution to a number of local schemes and initiatives, such as the Wokingham Food Bank and leading the support of local care homes and nursing homes on behalf of Wokingham Borough Council. Additionally, services are streamed into local care and nursing homes as we are not currently able to visit them.

## **SCHOOLS IN CHURCH**

We are delighted to welcome schools and children to St Paul's when possible. They come for special services and concerts. They come to understand more of the way Churches work and look and what happens inside them. They come to learn about Easter and about what it is to live as a Christian.

We are involved with 9 schools locally - The Holt Secondary School, Emmbrook Infants, Emmbrook Juniors, Walter Infants, Hawthorns Primary, Evendons Primary, Holme Grange School, Windmill Primary and St Paul's Juniors. Two other primary schools from further afield also use us as a place to visit and to find out more about the Christian faith and what it looks like when it is lived out. We are involved in a number of ways which vary with the school. They include taking assemblies, supporting the RE curriculum and governance. These links have continued throughout the pandemic – assemblies have been recorded every fortnight for local schools to use and classes, which could not come into the church physically, were able to do so through the creative use of technology, and asked lots of questions.

We have excellent links with these Schools which means that people from St Paul's are involved in all of them in different ways (for example as Governors, leading assemblies, reading with individual pupils) and St Paul's Church is a place of quality encounter and deepening understanding, both in the context of understanding the place of the Christian faith in British society and encouraging every one of the pupils and staff and parents who come to School events in Church to experience something of holiness and space.

## **PASTORAL CARE**

As a result of the pandemic all groups that met socially in the past are currently suspended, although we have found new ways of supporting each other through things like Saturday at 4 which happened on Zoom and was an excellent way of coming together to learn a new skill or do an activity.

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During 2019, a new pastoral care scheme was introduced called Tithings whereby those who wish to be involved are allocated to a group, often geographical or by common interest, which then meets three or four times per year and also provides pastoral oversight of those in the group between meetings. Around 70 members of the congregation are now actively involved in these groups. These groups have continued to meet up on Zoom.

## **ST. PAUL'S MUSIC TRADITION**

The church has a very strong music tradition that is supported by a resident choir and visiting organists, and ably led by a professional Director of Music. During the year the choir has continued to sing for all Sunday morning masses, major festivals and for Evensong twice a month. It regularly numbers 5 children and 25 adults who work together well, and the PCC thanks all its members for their hard work, support and enthusiasm.

The year's musical highlights once again included the choir's contribution to our Christmas services. The pandemic significantly curtailed our ability to sing as a choir and we have been grateful to individuals and small groups who have continued to provide live and recorded music where possible.

## **MISSION AND OUTREACH**

During 2020, over £7,265 was raised for our chosen charities: principally United Society Partners in the Gospel (USPG), The Children's Society and Soulscape. Volunteers from the parish have continued to assist with the Foodbank and various community projects. Collection have been made of gifts for the hospital staff and care homes. The PCC of St. Paul's continues to review ways of increasing outreach into the community and to establish additional pastoral links.

The Parish Magazine ("Spire") has not been printed during the pandemic but a Parish Email has been established which included information on streamed services as well as articles, poems and photos with the aim of keeping everyone in touch as much as possible. This went out at least three times a week and sometimes daily through the pandemic.

## **FUNDRAISING**

Fundraising has been severely curtailed by the pandemic and the PCC are actively looking at ways to increase this.

## **DEANERY SYNOD**

The PCC has four lay representatives to Deanery Synod who continue to provide an important link between the Parish and the wider structure of the church. Synod met on Zoom during the year, with a recurring theme of Deanery finances and the difficulties faced by many Parishes in paying their Parish share. The adoption of the new Diocesan scheme for calculation of Parish share led to a lively debate, and eventually a decision to adopt the scheme with a 5-year transition period. The Deanery Mission Plan has continued to move forward, focusing on future levels of financial and numerical stability within the Deanery.

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## **ECUMENICAL RELATIONSHIPS**

Links with other local Churches are very important to St. Paul's and St. Nicholas', both within the Anglican Deanery and with our ecumenical friends. St. Paul's and St. Nicholas' are a member of Churches Together in Wokingham (CTW) a group of about 20 local churches whose objectives are to draw those churches into greater understanding and unity, to enable them to bear a more united witness in the community and serve it more effectively, and to give such expression to their common faith and devotion as may from time-to-time be found desirable. Participation in CTW events provides an opportunity of sharing faith and reaching out to a wider community.

In 2012 the Parish boundaries were changed to include Woosehill Community Church as a Conventional District with its own Church Council and financial independence. Woosehill is an Anglican/Methodist Local Ecumenical Partnership, and because of this our ecumenical awareness and understanding is now greater, and our relationships with other churches, especially the local Methodist Circuit, even stronger and more important.

## **SAFEGUARDING**

Following approval by the PCC in 2012 of a new Child Protection Manual the updating and implementation of safeguarding arrangements in the Parish continued during the year. An audit, commissioned by the PCC, confirmed that child protection arrangements met the requirements of the Manual and were being effectively implemented. In May 2020, the PCC reviewed its Safeguarding Policy which was agreed and signed and displayed in our buildings.

**Safeguarding Team:** safeguarding of children, young people and vulnerable adults is a fundamental part of the life of the Parish. We cannot be the Church unless everyone is safe and protected. Our Safeguarding Team works hard to ensure we follow best practice, create an environment and life which is safe for all and engages with the management of individual cases.

## **VOLUNTEERS**

The community of St. Paul's and St. Nicholas continues to be blessed with many volunteers and the PCC thanks all who give their time and talents so willingly. In addition, and as a part of our regular outreach into the local community, we have supported a number of local charities with both resources and volunteers, the most recent being the Wokingham Food Bank project.

We worked with other local churches to provide a Night Shelter for homeless people in Wokingham during January and February 2020.

## **FINANCIAL REVIEW**

The Unrestricted Fund exists to pay for the day-to-day administration of the parish. Whilst overall giving within the Fund in 2020 was some 4.3% lower than in the previous year, it is

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gratifying to note that, despite this, a surplus of £13,538 was recorded. Conversely the Restricted Funds generated a small deficit, predominantly through an increase in expenditure to restore the fabric of the church building.

Looking at parish income across all Funds, our total giving, donations, Gift Aid recoverable, fund-raising activities, parish fees and other items amounted to £165,788. During the year continuing cost controls and reduced activities led to parish expenditure falling by 9.4%. As on previous occasions the largest item of annual expenditure was the Parish Share payable to the Diocese of Oxford, which amounted £80,597, and was once again paid in full and on time.

Total parish funds at the year-end stood at £509,737, of which £157,595 was restricted and £352,142 unrestricted. The bulk of the unrestricted funds (£240,000) was represented by the house provided for the Assistant Curate.

Despite the enforced and much lower activity levels within the parish it is apposite to note that prudent management has helped to reinforce the stability of our finances. Nevertheless, steps have been taken to ensure that expenses will continue to be kept under tight control through 2021, not least accompanied by the prospect of substantial repair and restoration costs to St Paul's Grade II\* listed church.

## **RESERVES**

The bulk of unrestricted income comes from generous donations by parishioners with the balance from Parish Fees that include, but are not restricted to, weddings and funerals. The church's policy is to maintain unrestricted cash reserves sufficient to cover a minimum of two months' net running costs.

## **The Parochial Church Council of the Ecclesiastical Parish of St Paul, Wokingham with St Nicholas, Emmbrook**

I report to the Trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Paul, Wokingham with St Nicholas, Emmbrook, (the Charity), for the year ended 31st December 2020, which are set out on pages 14 to 21.

### **Responsibilities and Basis of Report**

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent Examiner's Statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Deidrie Geise ACMA  
21 Brookfields  
West Wellow  
Romsey  
SO51 6GS

27th May 2021

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Statement of Financial Activities

	Note	Unrestricted Fund	Restricted Funds	2020	2019
		£	£	£	£
<b>Incoming Resources</b>					
<b>Incoming and Endowments from:</b>					
Donations and legacies	2(a)	136,445	3,080	139,525	212,390
Income from charitable activities	2(b)	12,391	180	12,571	20,156
Other trading activities	2(c)	1,525	2,721	4,246	7,984
Investments	2(d)	8,753	553	9,306	7,636
Other income	2(e)	-	140	140	180
<b>Total income</b>		<b>159,114</b>	<b>6,674</b>	<b>165,788</b>	<b>248,346</b>
<b>Resources Expended</b>					
<b>Expenditure on:</b>					
Raising funds	3(a)	20	1,170	1,190	1,393
Charitable activities	3(b)	144,750	7,025	151,775	163,661
Other expenditure	3(c)	806	-	806	964
<b>Total resources expended</b>		<b>145,576</b>	<b>8,195</b>	<b>153,771</b>	<b>166,018</b>
<b>Net income/(expenditure) before fund transfers</b>		<b>13,538</b>	<b>(1,521)</b>	<b>12,017</b>	<b>82,328</b>
<b>Transfers between funds</b>		-	-	-	-
<b>Net income/(expenditure)</b>		<b>13,538</b>	<b>(1,521)</b>	<b>12,017</b>	<b>82,328</b>
<b>Total funds brought forward 1 January 2020</b>		<b>338,604</b>	<b>159,116</b>	<b>497,720</b>	<b>415,392</b>
<b>Total funds carried forward 31 December 2020</b>		<b>£ 352,142</b>	<b>£ 157,595</b>	<b>£ 509,737</b>	<b>£ 497,720</b>

The notes on pages 16-21 form part of these accounts

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Balance Sheet

	Note	Unrestricted Fund	Restricted Funds	2020	2019
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	7	241,892	5,527	247,419	248,291
<b>Total fixed assets</b>		241,892	5,527	247,419	248,291
<b>Current Assets</b>					
Debtors and prepayments	8	3,507	-	3,507	6,451
Short term deposits		66,375	144,354	210,729	164,904
Cash at bank and in hand		42,663	8,870	51,533	81,093
<b>Total current assets</b>		112,545	153,224	265,769	252,448
<b>Creditors and accruals</b>	9	2,295	1,156	3,451	3,019
<b>Net current assets/(liabilities)</b>		110,250	152,068	262,318	249,429
<b>Total assets less current liabilities</b>		352,142	157,595	509,737	497,720
<b>Creditors: amounts falling due after one year</b>		-	-	-	-
<b>NET ASSETS</b>		£ 352,142	£ 157,595	£ 509,737	£ 497,720
<b>Parish Funds</b>					
Unrestricted Fund - General	10			352,142	338,604
Restricted Funds	10			157,595	159,116
<b>TOTAL FUNDS</b>				£ 509,737	£ 497,720

Approved by the PCC on 24th May 2021 and signed on their behalf by:

  
 Rev Richard Lamey

  
 Mr Llewellyn Austen

The notes on pages 16-21 form part of these accounts

For the year ended 31 December 2020

## 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Charities SORP (Statement of Recommended Practice) FRS102.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

### ***Funds***

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC. Funds that may be designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in note 10.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

### **Incoming Resources**

#### ***Voluntary income and capital sources***

Collections are recognised when received by or on behalf of the PCC.

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

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.

Funds raised by bazaars, fêtes, garden parties and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

### **Other Income**

Rental income from the letting of church premises is recognised when the rental is due.

#### ***Income from investments***

Dividends are accounted for when due and payable, and interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

### **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.



## **1. ACCOUNTING POLICIES (continued)**

### **Resources used**

#### **Activities directly relating to the work of the Church**

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these financial statements as an operational (though not legal) liability and is shown as a creditor in the Balance Sheet.

### **Fixed assets**

#### **Consecrated property and movable furnishings**

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

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the Church's inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 2000 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings acquired before 1 January 2000 is written off.

#### **Other fixtures, fittings and office equipment**

Individual fixtures, fittings and office equipment with a purchase price of £1,000 or less are written off when the asset is acquired. Assets with an individual purchase price of over £1,000 and a life in excess of one year are depreciated on a straight-line basis as follows:

Heating system - 10 years

Other fixtures, fittings and office equipment - 4 years

### **Investments**

Investments are valued at market value at 31 December.

### **Current assets**

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

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

The Parochial Church Council of the Ecclesiastical Parish of St Paul, Wokingham with St Nicholas, Emmbrook

Notes to the Accounts (continued)

Note 2 Analysis of Income

		Unrestricted Fund	Restricted Funds	2020	2019
		£	£	£	£
2(a)	<b>Donations and Legacies</b>				
	Planned giving	95,478	-	95,478	99,545
	Income tax recoverable	22,855	187	23,042	24,591
	Collections	1,900	-	1,900	6,059
	Grants	1,387	562	1,949	1,000
	Donations, appeals, etc.	14,575	2,331	16,906	14,509
	Legacies	250	-	250	66,686
	<b>Total</b>	<b>136,445</b>	<b>3,080</b>	<b>139,525</b>	<b>212,390</b>
2(b)	<b>Income from charitable activities</b>				
	Parish magazine sales	821	-	821	1,207
	Fees	11,570	180	11,750	18,949
	<b>Total</b>	<b>12,391</b>	<b>180</b>	<b>12,571</b>	<b>20,156</b>
2(c)	<b>Other trading activities</b>				
	Fund-raising, bazaars etc.	588	2,721	3,309	6,558
	Parish magazine advertising	937	-	937	1,426
	<b>Total</b>	<b>1,525</b>	<b>2,721</b>	<b>4,246</b>	<b>7,984</b>
2(d)	<b>Investments</b>				
	Rental income	8,472	-	8,472	6,486
	Dividends and interest	281	553	834	1,150
	<b>Total</b>	<b>8,753</b>	<b>553</b>	<b>9,306</b>	<b>7,636</b>
2(e)	<b>Other income</b>				
	Other ordinary income	-	140	140	180
	<b>Total</b>	<b>-</b>	<b>140</b>	<b>140</b>	<b>180</b>
<b>TOTAL INCOME</b>		<b>£ 159,114</b>	<b>£ 6,674</b>	<b>£ 165,788</b>	<b>£ 248,346</b>

The Parochial Church Council of the Ecclesiastical Parish of St Paul, Wokingham with St Nicholas, Emmbrook

Notes to the Accounts (continued)

Note 3 Analysis of Expenditure

		Unrestricted Fund	Restricted Funds	2020	2019
	Analysis	£	£	£	£
3(a) Raising funds	Bazaar & fundraising costs	20	1,170	1,190	1,393
	<b>Total</b>	<b>20</b>	<b>1,170</b>	<b>1,190</b>	<b>1,393</b>
3(b) Charitable activities	Missionary and charitable giving	7,941	-	7,941	7,884
	Ministry:				
	Diocesan parish share	80,597	-	80,597	87,375
	Wedding, funeral and other fees	6,716	-	6,716	8,900
	Other ministry costs	5,840	150	5,990	8,791
	Church running and maintenance	15,507	3,551	19,058	15,809
	Churchyard upkeep	221	275	496	1,949
	Hall hire	808	-	808	1,332
	Organist/music director	9,265	-	9,265	9,485
	Upkeep of services	3,482	285	3,767	4,813
	Printing and stationery	2,028	-	2,028	4,993
	Office equipment rental	1,070	-	1,070	980
	Administrative support	11,074	-	11,074	8,586
	Depreciation	201	2,764	2,965	2,764
	<b>Total</b>	<b>144,750</b>	<b>7,025</b>	<b>151,775</b>	<b>163,661</b>
3(c) Other expenditure	Governance and data protection	40	-	40	40
	Deanery levies	392	-	392	440
	Bank charges	374	-	374	484
	<b>Total</b>	<b>806</b>	<b>-</b>	<b>806</b>	<b>964</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>£ 145,576</b>	<b>£ 8,195</b>	<b>£ 153,771</b>	<b>£ 166,018</b>

Note 4

4(a) Trustee expenses

Out-of-pocket expenses of £4,785 were reimbursed to 7 PCC members (including clergy) during the year; (2019: £3,785 by 9 members).

4(b) Fees for examination or audit of the accounts

No independent examiner's fee was charged for reporting on the accounts; (2019: nil).

Note 5 Staff costs

The PCC has no employees.

During the year payments of £9,265 were made to the Director of Music and church organists; (2019: £9,485).

A payment of £11,074 was made to St Paul's Parish Room Trust for administrative support; (2019: £8,586).

Note 6 Other expenditure

A fee of £40 was paid to the Information Commissioner's Office for data protection registration; (2019: £40).

Levies of £392; (2019: £440) were paid to Sonning Deanery.

The Parochial Church Council of the Ecclesiastical Parish of St Paul, Wokingham with St Nicholas, Emmbrook

Notes to the Accounts (continued)

Note 7 Tangible fixed assets

Cost or valuation	Unrestricted Fund			Restricted Funds	All Funds
	Freehold land & buildings	Fixtures, fittings and equipment	Total Unrestricted Fund	Fixtures, fittings and equipment	Total
	£	£	£	£	£
Balance brought forward 1 January 2020	240,000	6,943	246,943	33,177	280,120
Additions during year		2,093	2,093		2,093
Balance carried forward 31 December 2020	240,000	9,036	249,036	33,177	282,213
<b>Accumulated depreciation</b>					
Balance brought forward 1 January 2020	-	6,943	6,943	24,886	31,829
Depreciation charge for year	-	201	201	2,764	2,965
Balance carried forward 31 December 2020	-	7,144	7,144	27,650	34,794
<b>Net book value</b>					
Brought forward 1 January 2020	240,000	-	240,000	8,291	248,291
Carried forward 31 December 2020	£ 240,000	£ 1,892	£ 241,892	£ 5,527	£ 247,419

The freehold land and buildings comprise the community priest's house at 13 Brook Close, Wokingham. The title to the property is held on trust for the benefit of the PCC by Diocesan Trustees (Oxford) Ltd. As the prime purpose of the property is to provide accommodation for clergy it is not treated as an investment asset.

Note 8 Debtors and prepayments

	Unrestricted funds	Restricted funds	2020	2019
Prepayments	90	-	90	90
Accounts receivable	3,417	-	3,417	6,361
<b>Total</b>	<b>£ 3,507</b>	<b>£ -</b>	<b>£ 3,507</b>	<b>£ 6,451</b>

Note 9 Creditors and accruals

	Unrestricted funds	Restricted funds	2020	2019
<i>Amounts falling due within one year</i>				
Accruals	552	-	552	908
Accounts payable	1,743	1,156	2,899	2,111
<b>Total</b>	<b>£ 2,295</b>	<b>£ 1,156</b>	<b>£ 3,451</b>	<b>£ 3,019</b>



## Notes to the Accounts (continued)

## Note 10

	Balance at 1st January 2020	Incoming Resources	Resources Expended	Balance at 31st December 2020
	£	£	£	£
<b>Unrestricted Funds</b>				
General	338,604	159,114	(145,576)	352,142
	£ 338,604	£ 159,114	£ (145,576)	£ 352,142
<b>Restricted Funds</b>				
Restoration	55,786	998	(5,360)	51,424
Lighting	70,190	1,258	-	71,448
Lucky Numbers	20,069	2,529	(1,170)	21,428
Bell	3,328	140	(179)	3,289
Churchyard	3,352	266	(275)	3,343
St Paul's Legacies	151	-	151	-
Ordinand	2,958	-	(150)	2,808
Organ	-	997	(625)	372
Toddler Group	96	-	(55)	41
Footsteps Group	483	-	-	483
St Paul's Music and Choir	63	455	(57)	461
St Nicholas Music	2,058	9	-	2,067
St Nicholas Development	582	22	(173)	431
	£ 159,116	£ 6,674	£ (8,195)	£ 157,595
<b>Total Funds</b>	<b>£ 497,720</b>	<b>£ 165,788</b>	<b>£ (153,771)</b>	<b>£ 509,737</b>

## Purposes of Restricted Funds

Restoration	Major repairs to fabric of St Paul's (excludes routine maintenance)
Lighting	Major works to lighting within St Paul's church
Lucky Numbers	Established to raise money for restoration purposes
Bell	Maintenance of the bells and related items
Churchyard	Maintenance and improvement of St Paul's churchyard
St Paul's Legacies	Historic fund set up from legacies to St Paul's church
Ordinand	For the support of an Ordinand
Organ	For the restoration of the church organ
Toddler Group	Support for church work with pre-school children
Footsteps Group	Support for the church youth groups
St Paul's Music and Choir	To support the music tradition within St Paul's Church
St Nicholas Music	To maintain and enhance the quality of music at St Nicholas Church
St Nicholas Development	For the pastoral development of St Nicholas church