



The Parish of Christchurch, Bushmead, Luton

in the Diocese of St Albans

Registered Charity no 1130499

**Trustees Annual Report and Financial Statements of
the Parochial Church Council**

For the year Ended 31st December 2020

**As presented to the Church Extraordinary General Meeting
on 31st October 2021**

Following independent examination by:

Mark Plane
Whittaker Plane Ltd.,
78 Bute Street,
Luton,
LU1 2EY

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1.0 Objectives and activities of Christchurch Bushmead

1.1 Charitable Purposes

The Parochial Church Council has the responsibility of cooperating with the incumbent, the Reverend Tim Madeley following his appointment and licencing on 4th September 2019, in promoting in the parish of Christchurch, Bushmead, Luton, the whole mission of the church, pastoral, evangelistic and social and the maintenance of the church building for public use and worship.

1.2 Public Benefit Statement

The Parochial Church Council is committed to enabling as many people as possible to worship within the church building and to leading worship within the local primary school within the parish. Worship sessions have also been arranged within Bushmead Court and Castle Troy (care homes within the parish). From April 2020 the 10:30 Sunday service was streamed during the lockdown, and since, making access to public worship possible even when the building was closed.

Weekly Church services are open to all who wish to join the regular congregation both on Sunday mornings and Wednesday lunchtimes when regular services are held and at times of the traditional festivals of Easter and Christmas. Children's sessions are run on Sundays during the main worship services and parents are invited to bring their children to these and to Family Church once a month where a breakfast is provided. This year also saw the restarting of an 8:00 service on Sunday mornings. During lockdown the building was closed.

In addition to church services social activities have been held that were open to the wider community until the lockdown commenced. The building was let out on a regular basis during January to March to other local organisations and activity groups and will be reopened for this once the lockdowns are finished and people are again willing to hire the building for group meetings.

1.3 Activities undertaken

Regular worship is offered every Sunday morning and Wednesday lunchtime with a regular attendance of 60 on Sundays and 15 on Wednesdays when the building was open normally.

During January to March other activities included:

- Home study groups
- Bushmead singers
- Thirst Café
- Fitness Sessions
- Mustard Seed Lunch Club and Light Bite
- Men's Breakfast
- Ladies Breakfast
- Youth and Children's work
- Family Church

However, since the lockdowns started from April 2020 many of these had to close and will be reopened as circumstances allow.

We have a pastoral support group that assist members of the church and community on a regular basis and they have been involved in some quite difficult and ongoing situations, but we have seen God at work in people's lives in amazing ways. During lockdown we worked with the local community centre to aid those in need through a telephone helpline by delivering shopping to those who were housebound and a listening ear when necessary.

Further details of these activities can be found within the Annual Report presented at the Annual Parochial Church Meeting on 16th May 2021.

2.0 Achievements and Performance

It is with regret that the PCC had to make the decision to make our pastoral assistant redundant at the end of July 2020 due to much of the work allocated to her by the previous incumbent was considered part of the duties of the incumbent.

The church continues to employ one member of staff, as an administrator who attend the building regularly to unlock of the non-church users and undertake administrative tasks.

The church electoral roll for the period 1st January 2020 to 31st December 2020 stands at 58 members, 19 of whom are resident within the parish and 39 who are non-resident. During the financial year there have been there were no changes to the roll.

The church has two members elected by the church members, who attend the Deanery Synod along with the Vicar. In addition, we also have two church members who are on both the Deanery and Diocesan Synods and hold posts of responsibility within the Deanery Synod.

3.0 Financial Review

3.1 Reserves Policy

The PCC operates with a policy of holding approximately two months of cash to meet the normal monthly expenditure of the church council.

3.2 Statement of year end amounts and reserves

Total income	£ 102,659
Total expenditure	£ 106,209
Excess of Expenditure over income	£ 3,550
Total Funds available to the church at 1 st January 2021	£ 21,673

3.3 All Funds included

The accounts include all funds that are run by the PCC.

3.4 Accounting Procedures

These accounts have been prepared on a spreadsheet and the Gift Aid claim prepared using the Donations Co-ordinator package from Data Developments.

The financial statements produced at the end of this report have been printed directly from the spreadsheet used.

3.5 Statement of Going Concern

The Financial statements indicate an excess of expenditure over income for the financial year. The PCC are confident that considering the drop in the excess of expenditure over income experienced during the year compared to previous years, along with the church being in vacancy for 8 months of the year when there is traditionally a drop in income, that the church is capable of returning to a balanced income and expenditure over the few couple of years. Analysis of the 2020 figures indicate that despite the Covid-19 lockdown and restrictions to the use of the building not allowing lettings for much of the year the church members have stepped up to meet much of the shortfall due to the drop in lettings.

4.0 Structure, Governance and Management

4.1 Type of Charity

The Parochial Church Council is an Excepted Charity

4.2 How Trustees are Recruited

The trustees for the Charity are the members of the church that are ex-officio due to the office that they hold within the church (Vicar and Church Wardens) and those members who are elected by the members of the church on the Electoral Roll of the Parish to serve on Deanery Synod and the PCC.

5.0 Reference and Administration Details

5.1 Registered Name of Charity

The Parochial Church Council of the Ecclesiastical Parish of Christchurch
Bushmead, Luton

5.2 Working Title of Charity

Christchurch, Bushmead.

5.3 Charity Registration Number

1130499

5.4 Venue Address

2, Hancock Drive,
Bushmead,
Luton
LU2 7SF

5.5 Administrative Address

2, Hancock Drive,
Bushmead,
Luton
LU2 7SF

5.6 List of Trustees

The following were trustees during the financial year 1st January 2020 to 31st December 2020.

Revd. Tim Madeley – Vicar – Appointed September 2019
Mr. Stephen Brooks – Churchwarden
Mr. Dean Toney – Churchwarden
Mrs. Wendy Peck
Dr David Dallinger
Mrs Christina Pearce
Miss Julia Miller
Mrs. Betty Adhokorie – Appointed April 2019
Mrs Helen Roche – Appointed April 2019
Mrs Doreen Watts – Appointed April 2019

5.7 Volunteers

Mr Brendan Roche – Book-keeper.

6.0 Funds held as custodian trustee on behalf of others

There are no funds held on behalf of others.

7.0 Financial Statements

It should be noted that the financial statements are for the period 1st January 2020 to 31st December 2020 whereas the Annual report of activities relates to the period April 2020 to April 2021 when it was produced.

- 1) The balance sheet shows that the church is £3,550 poorer than last year due to the excess of expenditure over income. It is difficult to compare this with the previous times because of lockdowns during the year and additional donations received from members with a view to offsetting the loss of lettings income.

- 2) The loss of lettings income amounts to £15,271 and the plate collections are down £3,335 when compared to 2019. This amounts to a loss of expected income of £18,606.
- 3) The accounts also incorporate an depreciation adjustment of £1,291 relating to previous years to bring it back in accordance with the stated accounting policy. This has the effect of reducing the value of the assets held and, therefore, increasing the allowance for depreciation used with in these accounts.
- 4) The accounts also include a provision for a £6,700 future pension payment under Section 75 of the Pensions Act 1995. Occasioned by us longer having anybody in the Church of England Pension scheme that was set up in the early 2000's when we started offering pensions to the staff we employed. Although it does not technically arise until 1st February 2021 it has been included in the accounts as it is a known liability when the figures were produced.
- 5) After conversations with the Independent Examiner the boiler replacement In November 2020 has been capitalised so that it's cost is taken across 10 years.
- 6) During 2020 the church set aside 10% (£8,874) of the funds given to the church by its members. The distribution of these is in the process of being reviewed and details of the distribution will be made available later in the year.

Independent Examiner's Report to the Trustees / Members of the Parochial Church Council of Christchurch Bushmead Luton

I report on the accounts for the year ended 31st December 2020, which are set out on pages 8 to 15.

Respective responsibilities of trustees and examiner

The trustees 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. The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

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
- 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 next statement.

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 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records and 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

Mark Plane

Name: Mark Plane
LU1 2EY

Relevant professional qualification or body: ICAEW

Address: 78 Bute Street, Luton,

Date: 20/09/2021

Christchurch Bushmead
Balance Sheet as at 31st December 2020

	Total funds	Prior Year
Fixed Assets		
Tangible assets	10,157	5596
	10,157	5596
Current Assets		
Debtors	14,514	18311
Cash at bank and in hand	40,344	25648
	54,858	43959
Liabilities		
Creditors : Amounts falling due within one year	43,342	24332
	43,342	24332
Net current assets less current liabilities	11,516	19627
Total assets less current liabilities	21,673	25223
Total net assets less liabilities	21,673	25223
Represented by		
Unrestricted		
General fund	18,229	21779
Designated		
Letton Hall	1,898	1898
Youth Weekend	143	143
Restricted		
Youth Work and Equipment	1,610	1610
Agency collection	-207	-207
Endowment	0	0
Funds of the church	21,673	25223

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This Year	Last Year
Fixed Assets - Tangible assets						
Plant, equipment, chair & furniture	7,168				7,168	1369
Musical & lighting equipment	2,989				2,989	4227
Computer and IT equipment	0				0	0
Totals	10,157	0	0	0	10,157	5596
Current assets - Cash at bank and in hand						
Bank Current Account	35,931	2,951	1,403	0	40,285	25382
Petty Cash	59	0	0	0	59	266
Totals	35,990	2,951	1,403	0	40,344	25648
Current assets - Debtors						
Accounts receivable	13,914	600	0	0	14,514	18311
Totals	13,914	600	0	0	14,514	18311
Liabilities - Debtors - falling due within one year						
Accounts payable	41,832	1,510	0	0	43,342	24332
Totals	41,832	1,510	0	0	43,342	24332
Grand totals	18,229	2,041	1,403	0	21,673	25223

Christchurch Bushmead
Fund Movement by Type - Year ended 31st December 2020

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
General fund						
Unrestricted	21,779	102,659	106,209			18,229
	21,779	102,659	106,209	0	0	18,229
Letton Hall						
Designated	1,898	0	0			1,898
	1,898	0	0	0	0	1,898
Youth Weekend						
Designated	143	0	0			143
	143	0	0	0	0	143
Youth Work and Equipment						
Restricted	1,610	0	0			1,610
	1,610	0	0	0	0	1,610
Agency Collection						
Restricted	-207	0	0			-207
	-207	0	0	0	0	-207
Endowment						
Endowment	0	0	0			0
	0	0	0	0	0	0
	25,223	102,659	106,209	0	0	21,673

Christchurch Bushmead
Analysis of Income and Expenditure - Year ended 31st December 2020

	Unrestricted	Designated	Restricted	Endowment	This Year	Last Year
INCOME & ENDOWMENTS						
Donations and legacies						
0101 Planned Giving - Bank Gift Aid	41,962	0	0	0	41,962	27,720
0110 Planned Giving - Envelopes Gift Aid	2,870	0	0	0	2,870	7,977
0201 Planned Giving - Bank not Gift Aid	7,817	0	0	0	7,817	4,960
0210 Planned Giving - Envelopes not Gift Aid	3,524	0	0	0	3,524	3,793
0301 Loose plate collections	2,032	0	0	0	2,032	5,367
0401 Donations - Bank Gift Aid	3,707	0	0	0	3,707	11,569
0402 Donations - Bank not Gift Aid	460	0	0	0	460	0
0405 Gift Day - Bank Gift Aid	6,850	0	0	0	6,850	0
0406 Gift Day - Bank not Gift Aid	2,559	0	0	0	2,559	0
0501 Specific external causes Bank Gift Aid	85	0	0	0	85	130
0502 Specific external causes Bank not Gift Aid	0	0	0	0	0	0
0510 Specific church activity - Bank Gift Aid	82	0	0	0	82	0
0511 Specific church activity - Bank not Gift Aid	0	0	0	0	0	0
0515 Discretionary Fund	0	0	0	0	0	0
0601 Tax recoverable via Gift Aid	15,799	0	0	0	15,799	11,081
0701 Legacies	0	0	0	0	0	0
0801 Grants	4,514	0	0	0	4,514	0
0901 Other funds generated	0	0	0	0	0	0
1260 Letton Hall	0	0	0	0	0	940
Total	92,262	0	0	0	92,262	73,537
Income from charitable activities						
1211 Parochial fees retained by PCC	2,260	0	0	0	2,260	483
1212 Parochial fees for extras	11	0	0	0	11	107
1230 Room hire	5,836	0	0	0	5,836	21,107
1240 Mustard Seed & Lite Bite	1,500	0	0	0	1,500	7,393
1241 Thirst Café	386	0	0	0	386	722
1250 Events	163	0	0	0	163	833
1270 Youth Weekend	0	0	0	0	0	0
1290 Miscellaneous	140	0	0	0	140	-21
Total	10,296	0	0	0	10,296	30,624
Other trading activities						
1320 Fund Raising Income	0	0	0	0	0	0
Total	0	0	0	0	0	0
Investments						
1001 Dividends	0	0	0	0	0	0
1020 Bank and Building Society Interest	0	0	0	0	0	0
Total	0	0	0	0	0	0
Other Income						
1280 Youth Work and Equipment	0	0	0	0	0	214
1310 Other Income	102	0	0	0	102	0
Total	102	0	0	0	102	214
INCOME TOTAL	102,659	0	0	0	102,659	104,375

EXPENDITURE

Raising funds						
1710 Costs of applying for grants	0	0	0	0	0	0
1720 Costs of stewardship campaign	20	0	0	0	20	0
2240 Mustard Seed & Lite Bite	582	0	0	0	582	3,509
2241 Thirst Café	0	0	0	0	0	7
Total	602	0	0	0	602	3,516
Expenditure on charitable activity						
2101 Salary - Parish Assistant	5,875	0	0	0	5,875	7,077
2102 NI and Pension costs for Parish Assistant	150	0	0	0	150	0
2103 Expenses Clergy and vacancy costs	158	0	0	0	158	1,455
2104 Training/Away days	55	0	0	0	55	120
2110 Parish Share	55,715	0	0	0	55,715	50,534
2111 Parochial Fees	1,697	0	0	0	1,697	-248
2112 Parochial Fees - extras	0	0	0	0	0	35
2150 Pastoral Care	0	0	0	0	0	57
2190 Discretionary Fund	78	0	0	0	78	0
2250 Events - Church	43	0	0	0	43	311
2260 Letton Hall	0	0	0	0	0	0
2280 Alpha Course	0	0	0	0	0	0
2290 Outreach Events and Publicity	432	0	0	0	432	291
2301 Caretaking and cleaner costs	1,665	0	0	0	1,665	2,750
2310 Routine cleaning & repairs	841	0	0	0	841	1,008
2320 Servicing and major repairs	3,570	0	0	0	3,570	1,202
2331 Utilities - Gas	1,038	0	0	0	1,038	1,427
2332 Utilities - Electricity	1,291	0	0	0	1,291	2,425

2334	Utilities - Water	285	0	0	0	285	388
2340	Insurance	803	0	0	0	803	796
2350	Catering Supplies	274	0	0	0	274	454
2401	Salary - Children and Young People	0	0	0	0	0	10,159
2402	NI and Pension costs for C&YP	0	0	0	0	0	193
2403	Expenses for C&YP	0	0	0	0	0	224
2404	Pension : Employer cessation (Section 75)	6,700	0	0	0	6,700	0
2450	Youth and childrens work costs	0	0	0	0	0	102
2470	Youth Weekend costs	0	0	0	0	0	1,500
2480	Youth work equipment	0	0	0	0	0	194
2510	Worship costs	190	0	0	0	190	741
2520	Messy Church	0	0	0	0	0	164
2530	PA & Technical	350	0	0	0	350	24
2535	Depreciation	1,851	0	0	0	1,851	762
2550	10% Giving	8,874	0	0	0	8,874	7,247
2555	Giving for specific external causes	0	0	0	0	0	180
2580	Gifts for visiting speakers	0	0	0	0	0	0
2601	Salary - Administrator	9,080	0	0	0	9,080	9,104
2602	NI and Pension costs for Administrator	0	0	0	0	0	24
2604	Training/Away days - Administrator	55	0	0	0	55	0
2620	General administration costs	1,110	0	0	0	1,110	1,166
2630	Telephone	620	0	0	0	620	550
2650	Licences Subscriptions DBS checks	1,407	0	0	0	1,407	985
2680	Sundry Admin Costs	800	0	0	0	800	60
2690	Governance costs	600	0	0	0	600	600
2701	Church major repairs - structure	0	0	0	0	0	0
Total		105,607	0	0	0	105,607	104,061
EXPENDITURE TOTAL		106,209	0	0	0	106,209	107,577
GRAND TOTAL		-3,550	0	0	0	-3,550	-3,202

Christchurch Bushmead

Statement of Financial Activities - Year ended 31st December 2020

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	92262	0	0	92262	73540
Income from charitable activities	10296	0	0	10296	30623
Other trading activities	0	0	0	0	0
Investments	0	0	0	0	0
Other Income	102	0	0	102	214
Total income	102659	0	0	102659	104377
Expenditure on:					
Raising funds	602	0	0	602	3517
Expenditure on charitable activity	105607	0	0	105607	104062
Total expenditure	106209	0	0	106209	107579
Net income /(expenditure) resources before transfer	-3550	0	0	-3550	-3202
Transfers					
Gross transfers between funds - in	0	0	0	0	0
Gross transfers between funds - out	0	0	0	0	0
Other recognised gains / losses					
Gains / losses on investment assets	0	0	0	0	0
Gains on revaluation, fixed assets, own use	0	0	0	0	0
Net movement in funds	-3550	0	0	-3550	-3202
Total funds bought forward	23820	1403	0	25223	28425
Total funds carried forward	20270	1403	0	21673	25223
Represented by					
Unrestricted					
General fund				18229	21779
Designated					
Letton Hall				1898	1898
Youth Weekend				143	143
Restricted					
Agency collection				-207	-207
Youth Work and Equipment				1610	1610
Endowment				0	0
				21673	25223

Conclusion

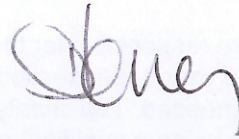
There may be minor discrepancies in the totals as the pence are not being shown.

The financial statements were formally approved by the Parochial Church Council on 6th September 2021

and signed on its behalf by:



Dr David Dallinger
PCC Treasurer



Dean Toney
Church Warden
Acting PCC Chairman

This report dated 6th September 2021

1. Accounting Policies

The financial statements have been prepared in accordance with the Charities SORP (FRS 102).

Funds

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

Where a fund is raised for a specific purpose e.g. the Youth Equipment Fund, the assets are restricted and held to be used for the specific purpose for which the fund was raised. Any income earned on these assets is added to the fund.

The financial statements include all 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.

Incoming Resources

Voluntary income and capital sources

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

Income tax recoverable on gift aid donations is recognised when the income is recognised and included in the financial statements as a debtor if not received at the year end.

Grants and legacies to the PCC are accounted when the funds are received.

Fundraising for specific causes represents collections designated for specific causes

Income from investments

Interest is recognised when received.

Resources Used

Activities directly relating to the work of the Church

The Diocesan of Parish Share is accounted for when payable. Any common fund unpaid at the year-end which has not been waived by the Diocese Board of Finance, is provided for in the financial statements as operation (although not legal) liability is shown as a creditor in the balance sheet. At 31st December 2020, £19,715 of the 2020 Parish Share due for the year was outstanding but has been allowed for in these accounts as a creditor. This amount is due to be paid following receipt of the tax recoverable on Gift aided monies when this is received.

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated land and beneficial property is excluded from the financial statements by S96 (2) (a) of the Charities Act 2011

No value is placed on movable church furnishings held by the Churchwardens on special trust for the PCC. The PCC considers this to be inalienable property.

Equipment

Individual items of equipment with a purchase price of £250 or less or used for youth activities, are written off when the asset is acquired.

Depreciation

Depreciation is provided to represent the consumption of the assets at the following rates on a straight-line basis:

Asset Type	Depreciation rate per annum
Plant and kitchen equipment	10% - 20%
Chairs and furniture	10%
Musical, PA and lighting equipment	10%
Computers and IT equipment	20%

Current Assets

Amounts owing to the PCC at the year-end are shown as debtors less any provision for amounts that may prove to be uncollectable.

Current Liabilities

Current liabilities represent amounts to be paid as donations or grants to causes approved by the PCC or amounts owed for goods or services provided by creditors which are unpaid at the year-end.

2. Wages and Salaries

	2020 £	2019 £
Wages and Salaries including redundancy pay	10,527	26,340
Employer's NIC	150	-
Pension Contributions	6,700	217
Total	<u>17,377</u>	<u>43,778</u>

The Rev Tim Madeley is employed and paid by the Diocese and his employment costs are recovered through the Parish Share. During the year the church employed 2 (2019 – 3) staff: Church Administrator and Parish Assistant. The Parish Assistant left at the end of July 2020 reducing the staff down to 1. The Pension charge for 2020 relates to a Section 75 employer cessation event relating to there being no further active members left in the Pension Scheme.

3. Fixed Assets

	Equipment, chairs & furniture	Musical & lighting equipment	Computer & IT equipment	Total
Cost				
Brought forward at the start of the year	26,708	26,015	1,320	54,044
Additions during the year	6,411	-	-	-
Disposals	-	-	-	-
Carried forward at the end of the year	<u>33,119</u>	<u>26,015</u>	<u>1,320</u>	<u>60,454</u>
Provision for depreciation				
Brought forward at the start of the year	25,338	20,790	1,320	47,448
Provision for the year	243	1,238	-	1,482
Disposals	-	-	-	-
Carried forward at the end of the year	<u>25,581</u>	<u>22,028</u>	<u>1,320</u>	<u>48,929</u>
Net book value at 31 December 2019	1,370	4,225	-	5,595
Net book value at 31 December 2020	1,370	4,225	-	11,525