



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

**For the year ended 31 December 2021**

## CHRIST CHURCH CLIFTON YEAR ENDED 31 DECEMBER 2021

This is the annual report and the financial statements of the Parochial Church Council for Christ Church Clifton, for the year ended 31 December 2021. Christ Church Clifton is situated in Bristol and is part of the Diocese of Bristol within the Church of England.

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### CLERGY AND EMPLOYED STAFF at 31st December 2021

**Vicar**

Reverend Paul Langham  
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**Curate**

Reverend Chris Brown  
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**Assistant Minister (self-supporting)**

Reverend Janet Lee\*\*  
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**Operations Manager**

Mark Parsons  
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**Discipleship Lead**

Chris Whitwell  
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**Worship Lead**

Julia Loveless\*\*  
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**Youth Pastor (Job Share)**

Elliot Mocharrafi\*\*  
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**Youth Pastor (Job Share)**

Sophie Mocharrafi\*\*  
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**Children's Pastor**

Reverend Ruthy Lillington\*\*  
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**Administration Team****Leader**

Nick Carter  
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**Office Administrator (50%)****Communications Manager (50%)**

Olivia Baker  
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**Pastor for the Arts****(self-supporting)**

Reverend Erica Bebb\*\*  
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**Vergers**

Kamran Zahid\*\*  
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\*\* denotes part-time

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
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**Auditor**

Burton Sweet Limited  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol  
BS48 1UR

**CHRIST CHURCH CLIFTON  
YEAR ENDED 31 DECEMBER 2021**

## **Annual report of the PCC for the year ended 31<sup>st</sup> December 2021**

### **Aims and purposes**

The Christ Church Clifton Parochial Church Council (the PCC) is here to promote the whole mission of the Church in the ecclesiastical parish of Clifton and beyond. As followers of Jesus, we long to see ourselves, our community, our church and city transformed by the power of God.

We spent time during the Pandemic seeking to evaluate our priorities and activities through the lens of two questions – What has been effective? and What has been fruitful?

This led us to address and answer three key questions:

#### **Why do we exist?**

- We exist to make wholehearted disciples of Jesus - *simply, the most effective and fruitful place for us to be as friends and followers of Jesus is to be the people God has made us to be in the places he has called us to be. Fully alive in him, surrendered to and dependant on him. This is wholeheartedness in Jesus and we exist to help people move towards this place.*

#### **How do we behave?**

- **Family** is our environment and culture
- **Encounter** is our pursuit
- **Generosity** is our privilege
- **Transformation** is the fruit

#### **What do we do?**

- We create environments for people and connections with people that help them to encounter Jesus, receive his love and be transformed into the people God is calling them to be, doing the things he is calling them to do.

## What we did in 2021

Despite the continuing disruption of plans as a result of the COVID pandemic, we began to restore a pattern of in-person public worship, both on Sundays and during the week – albeit initially a hybrid pattern mixing in-the building and zoom / livestreaming.

Thanks are due once again, to our clergy and staff team and to countless volunteers, who have worked tirelessly to ensure our common life has been able to continue; and to care especially for those members of our church family who have been especially vulnerable to the effects of the pandemic.

Our most evident achievement to the casual observer will perhaps be the completion of the RENEW project which saw the complete refurbishment of the Crypt (lower ground floor of the church building), together with some additional refurbishment of the main worship area upstairs. Our new facilities are superb, with a lift to the ground floor, level access throughout, accessible entrances and facilities, a new kitchen and toilets and larger/more flexible rooms. We are incredibly grateful to our main contractor, Kitto, and their subcontractors who delivered on time and under budget – and have extended a deferred payment facility at generous rates to cover the £103k we still owe. We are also grateful to the PCC's RENEW team who steered this project through to completion. Given that we took on this £1.6m project in the middle of a global pandemic, this is a remarkable position to be in. The refurbished Crypt was formally re-opened by the Bishop of Bristol, the Rt Rev'd Vivienne Faull, in early October.

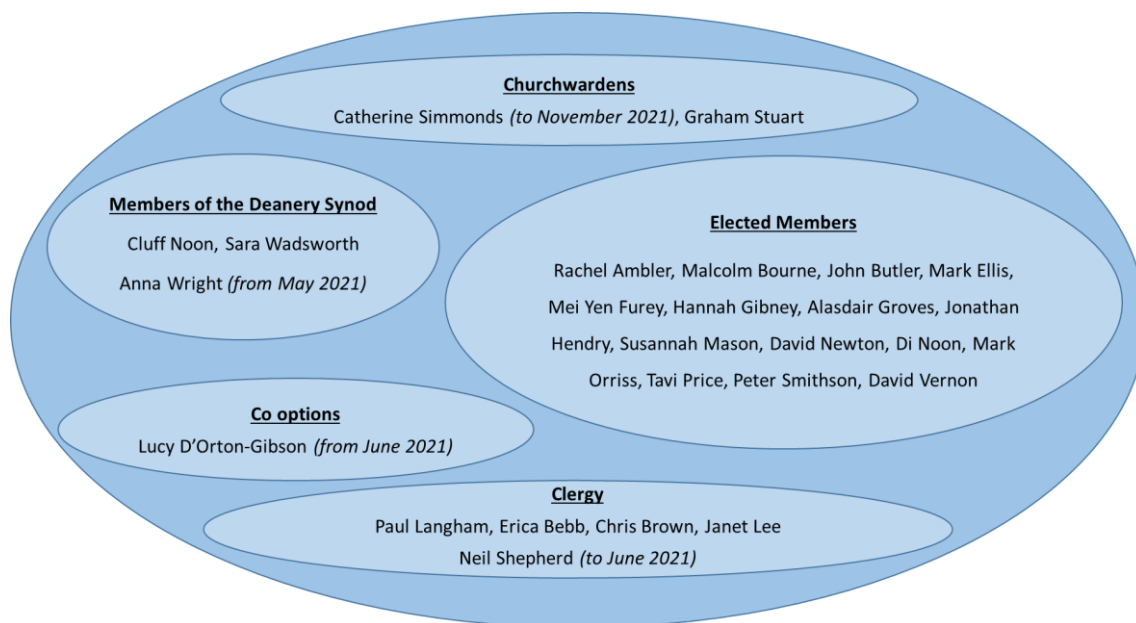
The year also saw:

- the return of our preschool to its new accommodation in the refurbished Crypt – and the receipt of an unsolicited letter from BAND (Bristol Association for Neighbourhood Daycare) thanking us for providing such amazing new facilities
- the relaunch of full in-person Gatherings at 8 and 10 am on Sundays, and at 11 am on Wednesdays – we began by seating people at tables, which was widely appreciated, reconnecting church family members who'd not seen each other for so long and enabling newcomers to meet people very naturally
- 69 new adult members and 24 children joined the church family during the year
- the appointment of a part-time Communications Manager and a part-time Worship Lead (and sadly, the resignation of our Pastor for Older People as she and her husband relocated to be nearer family)
- beaming an interview from Cop26 with one of our young people into a Sunday gathering – she was one of 12 school students representing the Eco Schools Network
- our vicar continue his role serving New Wine as Regional Director for the South West
- us join a city-wide initiative called One Church One Day, which sees members of our church family host 24 hours of prayer from 6 am on the second Thursday of each month to 6 am the following day
- a decision to enter a partnership to bring the SPEAR programme (<https://resurgo.org.uk/spear-programme/the-spear-programme/>) to Bristol – an initiative to mentor young people aged 16-24 who face significant challenges with regard to getting into work or further education. This involved the setting up a new Trust; recruiting Trustees from within and beyond the church family; and the trust recruiting three new members of staff – a Centre Manager, Lead Coach and Graduate Coach. The first cohort undertook the intensive, six-week programme in January 2022
- partnering with an initiative called “Light the Night,” which offers a very accessible way for people to gather to remember, to grieve and to reflect: placing several thousand candles in the ‘closed’ churchyard of St. Andrew's, one Saturday evening in November. We were overwhelmed by the response, as several hundred residents came through, all of whom expressed gratitude for the opportunity
- hosting the opening session of the 2<sup>nd</sup> Clifton Literary Festival with headline speaker Kate Adie – as well as a number of other sessions over a weekend in November
- moving Christmas out of the church building! We sent teams out carol singing around the parish, and reimagined our main carol service as an outside event. There was a very warm response to both initiatives, several members of our local community thanking us for making the effort, as they would not have felt comfortable coming into the building with the threat of COVID still all too real.

## The PCC

The PCC is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity.

The following served as members of the PCC during 2021 and were PCC members at 31<sup>st</sup> December 2021 unless otherwise noted:



## Structure, governance and management

Each area of the church's life and ministry falls under the oversight of the vicar, staff team and the PCC. The PCC draws on the blessing of the skills of many members of our church family beyond the PCC members in order to help it achieve its responsibilities. A number of teams and subgroups comprise of PCC and other members of the church family. The key teams currently reporting to the PCC comprise:

### *Standing committee*

The only committee required by law and operates as the principal executive arm of the PCC. Its function is to advance the work of the PCC between meetings subject to specific guidelines agreed by the PCC in November 2013. Its membership is determined by the PCC and currently comprises the vicar, the two churchwardens and up to three elected PCC members. Other clergy licenced to the Parish and the operations manager also attend Standing Committee meetings as appropriate.

### *Buildings Team*

The PCC delegates responsibility to the Buildings Team for the care of the Church building and other buildings owned by the PCC, their fixtures and fittings, and surrounding property; together with building cleaning and any caretaking service.

### *Finance Team*

The PCC delegates responsibility to the Finance Team for providing advice, support and practical guidance to the Standing Committee and PCC in relation to budgets, stewardship and the financial position of Christ Church. It also supports the staff in their day to day operations of budgeting and financial matters, whilst also discerning what is on God's heart for His provision for the work of the Church. The Finance Team works in co-operation with and supports the role of the Treasurer.

### *Personnel Team*

The PCC delegates responsibility to the Personnel Team for providing policies and advice on recruitment practice, performance management, employment terms and conditions, employment law and policies, and issues that emerge in staffing and training and development so that the PCC meets its legal obligations and shows a duty of care to its staff.

### *Risk Management Team*

The PCC recognises and accepts its responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. The PCC delegates responsibility for this to the Risk Management Team. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out. The PCC regards compliance with statutory requirements as a minimum standard and aspires to provide arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

### *Parish Safeguarding Officers*

Appointed by the PCC to oversee safeguarding matters for the church. They respond to safeguarding incidents as required and seek to ensure the implementation of church safeguarding policy and guidance. They ensure the safer recruitment of staff and volunteers and that their training is kept up to date, with support from the church office. They liaise with the Diocesan safeguarding team as required for support.

### *Senior Leadership Team*

Establishment of a Leadership Team (previously known as Core Team) was agreed by the PCC in November 2017 to work with Paul Langham, Vicar, on developing the day to day strategic leadership and direction for Christ Church. Membership of the team is at the discretion of the Vicar.

## **Recruitment, induction, training and mix of PCC members**

It is an objective of the PCC to be broadly representative of the wider church family, in terms of gender, age, usual Sunday gathering attended and areas of ministry. Prior to the APCM, the congregation is informed of the forthcoming election to the PCC and the Deanery Synod. People are encouraged to stand for election and/or nominate others. The congregation is informed of resulting appointments immediately following the election. Ongoing training is available to members of the PCC, particularly in areas of their responsibilities as trustees such as finance and child protection.

## **The staff team**

During 2021 there were six changes to the makeup of the staff team:

- **Reverend Neil Shepherd**, finished his Curacy at Christ Church in June 2021 (from October 2020 has been seconded to the Parish of St. Augustine's Whitchurch).
- **Chris Whitwell** transitioned from Emerging Generations Pastor to Discipleship Lead in September 2021. He and his family moved into the top floor flat at Linden Gate, and will use Linden Gate as a ministry base.
- **Helena Whitwell** (PA to the Vicar) finished in June 2021 when funding for this post ended.
- **Rhean Fox** (Pastor for Older People) resigned in August 2021 so she could move from Bristol to be closer to family.
- **Sophie Mocharrafie** (Youth Pastor) returned from Maternity Leave in August 2021. Her part-time role was covered by **Tabi Wallington** during this time. Tabi finished in June 2021.
- **Olivia Baker** was appointed as half-time Communications Manager in October 2021 making her full time alongside her existing half-time Office Administrator role.
- **Julia Loveless** was appointed to a 1 day per week role as Worship Lead in October 2021.

The employed staff team at 31<sup>st</sup> December was:

Mark Parsons (Operations Manager)	Nick Carter (Administration Manager)
Olivia Baker (Office Admin / Comms Manager)	Kamran Zahid (Verger – 53%)
Chris Whitwell (Discipleship Lead)	Julia Loveless (Worship Lead – 20%)
Ruthy Lillington (Children’s Pastor – 70%)	Sophie & Elliot Mocharrafie (Youth Pastors – 100%)

*(For part-time employees, hours worked is indicated as a percentage of a full working week)*

The key management personnel consist of the members of the PCC and the Operations Manager.

The staff team is augmented by Sophie Brown, Lisette Ogborn and Jackie Langham, each in a self-supporting capacity.

From September 2021 until July 2022 Tom Buckner was also a member of the staff team as an unpaid intern.

We owe a great deal to the dedicated work of all of our staff, both past and present.

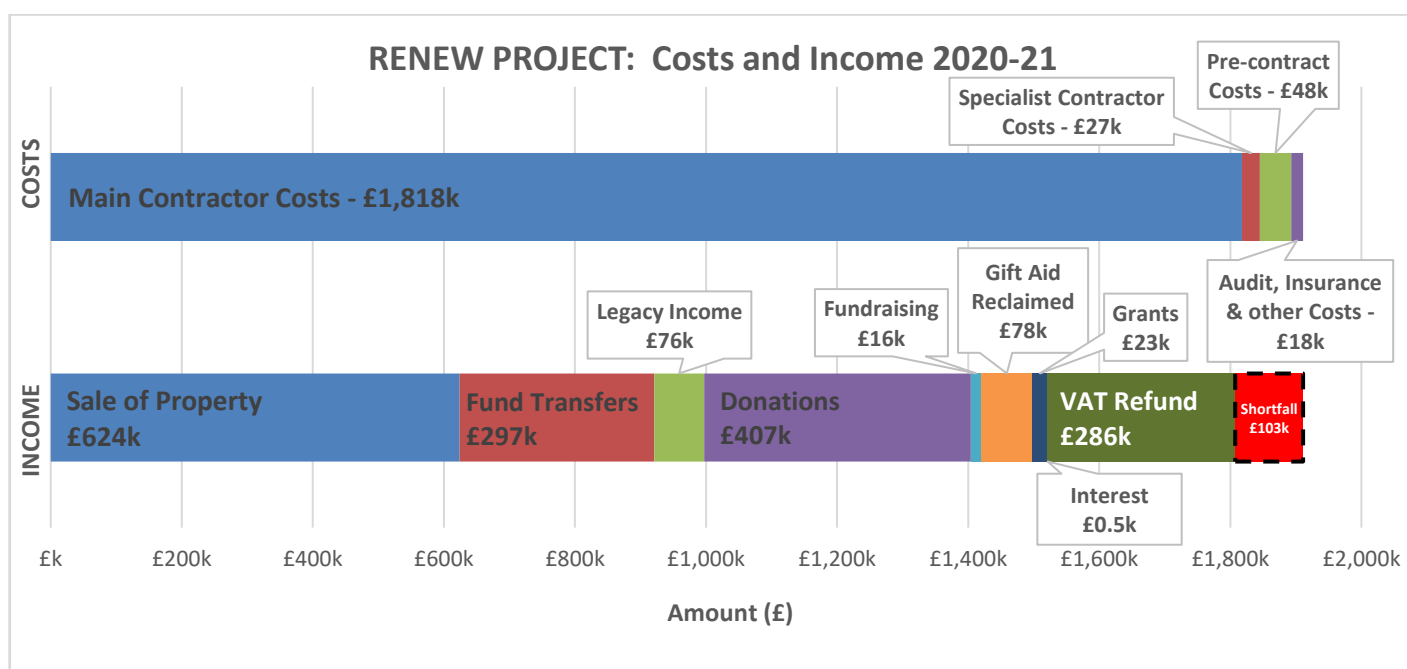
## Renewal of our church building

After several years of slow progress, 2021 saw a significant step forward in our journey to renew the church building, with the completion of the building works to transform and renew the Crypt.

Working with our architects, Benjamin and Beauchamp, our main contractor, Kitto Construction, and with all the necessary Diocesan and local authority permissions in place, construction works on the £1.6m project (allowing for VAT refunded) commenced in September 2020 and was completed at the end of May 2021.

The works were funded by a combination of PCC funds (from historic legacies and the sale of a property) and a capital appeal. Despite the appeal being launched on the Sunday before the first lockdown in March 2020, the appeal raised a total of £485k (including Gift Aid recoverable). At the end of 2021 there is a shortfall of around £103,000 to still raise; this is being serviced by a deferred payment facility from Kitto.

The graph below shows a breakdown of total income (£1,808k) and total costs (£1,911k) for the RENEW project over the two years of the project works (2020 - 2021):



## **Operations and Administration**

The operations and administration team at Christ Church serves the church family by co-ordinating the resources of the church, including people, finances and support functions. Running a church like Christ Church involves working alongside many people including our 9 employees, 4 clergy members and numerous volunteers.

The administration team consists of the Operations Manager, the Administration Team Leader, two Administrators (one self-supporting), Communications Manager and Verger. The role of PA to the Vicar, which was funded for two years from the Legacy Fund, ended in June 2021.

In addition to the paid staff, the admin team is usually served by a number of volunteers who give time each week in the church office in Linden Gate. For much of 2021, as a result of the continuing impact of the Coronavirus Pandemic and government restrictions, Linden Gate was closed, with church staff working from home. Sadly, this resulted in limited opportunities for the work of the church office to be supported by volunteers.

## **Safeguarding**

The PCC gives paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment, and works to prevent harm to children and adults wherever possible. The PCC currently has four Parish Safeguarding Officers to oversee this area, two focusing on children and two on vulnerable adults. All staff and volunteers who work with children, young people or vulnerable adults are recruited safely (including DBS checks where appropriate) and undertake Diocesan approved safeguarding training on a regular basis. Safeguarding is a standing item on every PCC agenda. The PCC's Safeguarding Policy and Guidance Notes for staff and volunteers are available on the safeguarding page of the church's website.

## **Risk management**

The main risks and the way they are being managed are considered by the PCC to be as follows:

- The impact of COVID-19 on ability to run gatherings and events, changes in church attendance, finances, volunteering levels and wider costs
- Visionary thinking being insufficiently balanced by practical planning requirements – by seeking to recruit more “doers” onto the PCC, encouraging our visionaries to welcome and engage with pragmatic voices, and ensuring we have well-resourced plans for new ventures
- Over working our staff and certain key volunteers – by promoting wider participation in the life of the church amongst the church family and not seeking to do “too much”
- Looking inwards rather than outwards – regularly referring to and living out our purpose and values
- Being divided - regularly referring to and living out our purpose and values
- Reduction in unity amongst the church family over current contentious issues in the wider Church of England – by early and ongoing discussion amongst the PCC and wider church family on the issues and gaining agreement on the PCC position. By listening, acting and talking with the love of Jesus to all.
- Abuse of any young or otherwise vulnerable person in our care – as outlined above, safer recruitment practices and safeguarding training is provided for all persons involved in ministry and the whole PCC.

The PCC's Risk Management Team is tasked with overseeing risk management on behalf of the PCC.

## **Grant making policy**

Each year the PCC sets a budget for global and local mission and ministry training. Recommendations for the allocation of this budget to individuals, mission partners and partner organisations are made by delegated authority.



During the annual audit of the 2020 accounts, it was pointed out that the wording of letters to mission partners, intended to give them a helpful indication of the PCC's future intention had in effect created a multi-year financial commitment. Rather than recognise this in the 2020 accounts, the PCC chose to depart from the SORP in respect to grant payments and the reasons for and implications of this were set out in full in the 2020 Annual Report and Accounts.

From 2021, the PCC has adopted a solely annual approach to mission giving and no longer gives mission partners any indication of future commitment.

## **Investment policy**

The only long-term investments held are endowment funds managed by the Diocese as trustees. These are invested in CBF Investment Fund Shares in order to spread risk. Any short-term funds are deposited with CAF Bank.

## **Fundraising policy**

Christ Church Clifton receives the vast majority of its donation income from its congregation. However, we occasionally approach other organisations and grant-makers to assist with special projects. The PCC are committed to maintaining the highest legal and ethical standards in the way the church undertakes its fundraising activities. All fundraising takes place in-house and the church does not use any professional fundraisers or commercial participators. There were no complaints during the year arising from fundraising activities.

## **Church attendance and volunteer hours**

At the Annual Meeting in May 2021 the revised Electoral Roll stood at 380 (an overall increase of 17 compared with November 2020, the date of the previous Annual Meeting (which was delayed due to COVID), with 22 names having been added to the Roll and 5 removed).

The combined average weekly Sunday attendance at Christ Church during October 2021 was 281 adults and 61 children. For the first half of 2021, in-person Gatherings were not possible due to COVID restrictions and the implications of the RENEW project. An in-person gathering was held on Easter Sunday and then with limited numbers from May 2021, with most people continuing to join online. During the Summer, a series of "gather-in" events were held in-person only each Sunday before the new post-COVID pattern of Sunday gatherings began on 12<sup>th</sup> September. Our current pattern is as follows:

- Sundays at 8am – in the building – said Holy Communion
- Sundays at 10am – in the building and on Facebook and YouTube – The 10 Gathering
- Wednesday's at 11am - in the building and on Zoom – The Midweek Gathering

The running of Christ Church relies on the commitment of a significant number of volunteers. The hours given in many and various ways are not quantifiable but in 2019, before the pandemic, we reported 273 people on our combined volunteer list (77% of the church Electoral Roll). The COVID pandemic and social distancing restrictions has had an impact on the number of people willing to volunteer but over the course of the second half of 2021 we have slowly rebuilt some of our key volunteer teams focusing on children and youth work, Sunday hospitality and Sunday tech. This rebuilding work will continue into 2022.

## **Financial report**

### ***Overview of the church's funds***

The church's finances are split into the following main funds:

- Unrestricted General Fund – for the day-to-day running of Christ Church
- Designated Legacy Fund – reserved by the PCC for special purposes
- Restricted Mission Funds – for money given by people for specific mission partners

- Designated Renew Fund – money designated by the PCC for the RENEW project (capital investment in our church building)
- Restricted Renew Fund – money which has been given by people specifically for the RENEW project

Most (84%) of the unrestricted General Fund income is from regular giving under the Provision scheme together with the Gift Aid reclaimed on these gifts; with most of the remaining income generated from rental income, grants and investments. The main expenditure items in this fund are the “parish share” contribution, supporting mission in our Diocese and paying for clergy, then staff related costs, other mission investment and maintaining and operating the church and its property and equipment.

### ***Headlines for 2021 - Unrestricted General Fund***

Inevitably the COVID-19 pandemic continued to have a significant impact on both income and expenditure.

*Income:* Overall income was about £535k, down by about £66k (~11%) compared to 2020.

- **Provision (regular giving)** income was down by about £38k (~10%). After a special “Generosity Day” held in November, an additional £50k of annual giving was pledged, though this will be mainly received throughout 2022.
- **Other giving:** this was down by about £2k (~72%) compared to 2020. An unusually large one-off donation 2020 accounts for £1.5k of this.
- **Rental income** was down by about £18k (~23%) compared to 2020, due to two factors. Firstly, a flat in Linden Gate was given over for use by Chris Whitwell and his family as a ministry base to serve Chris’ new role as Discipleship Lead, whereas before it had been let out to young adults within the church. Secondly, the Mama Bears Nursery had rented a property in Oakfield Road, paying rent to the Diocese of Bristol, which they passed onto us, of about £46k pa. Mama Bears ceased operations there in September, and rental income has ceased while the Diocese consider the future of the property.
- **Fees from Weddings and Funerals** saw a £2k (~103%) increase compared to 2020 reflecting the relaxation of COVID restrictions on these events
- **Events income** was down by £1.3k (~60%) as events planned for 2021 were cancelled due to the ongoing COVID restrictions and refunds were issued.

*Expenditure:* Overall expenditure was about £560k, down by £19k (~3%) compared to 2020.

- **Mission:** This was slightly reduced to £67k compared to £72k in 2020, because support for two of our long-term mission partners ended this year.
- **Parish Share:** This is to pay for our clergy and give towards ministry in disadvantaged areas of the Diocese as well as fund the development of future clergy. This was held at £201k, unchanged from 2020.
- **Staff Costs:** We spent about £12k more on staff costs (~6%) compared to 2020. Staff were awarded a 1% inflationary increase in January 2021. Costs for 2021 include a full year of the Verger’s salary (in previous years this cost was used for contract cleaners and recoded under building costs). £4k of additional costs were related to repairs to 60 Clifton Park Road.
- **Offices and gatherings:** These costs were about £34k, up by £6k on 2020. The increase in costs reflect the re-opening of the church building for in-person worship during the second half of 2021 and further investment in our livestreaming infrastructure and equipment.
- **Church Building:** We spent about £49k, a big reduction compared to £80k in 2020. This was because of extraordinary spend in 2020 on repairs and maintenance, compared with 2021 when the focus on building work was the RENEW project.
- **Depreciation** of fixed assets (£21k) is charged to the Equipment Fund and so not reflected in General Fund expenditure, although is considered to be a general operating cost.
- **Governance:** This was almost unchanged at about £11k.

### ***Headlines for 2021 - designated Legacy Funds***

When legacies are received, they are set aside by the PCC, and designated for use on specific projects.

At the start of 2021, the balance of the Legacy Fund stood at £85k. The PCC decided to transfer £50k of this to the General Fund and £32k to the RENEW Fund. The remaining £3k was used to fund the salary of the Vicar's PA until April, as per the initial agreement to fund this post.

During 2021 a legacy of £76k was received from the estate of Idris Williams, and the PCC decided to transfer the whole of this to the RENEW fund.

Later in 2021, the Fund received a legacy of £5k from the estate of David Warlow. At the end of 2021, the balance of the Legacy Fund therefore stood at £5k.

### ***Headlines for 2021 - Renew Funds (Designated and Restricted)***

In 2021 the RENEW project works to refurbish the Crypt were completed. At the beginning of 2021 the Designated Renew Fund stood at £799k and the Restricted Renew Fund was empty. Key points are as follows:

- A total of about £166k income was received during 2021 (including Gift Aid reclaimable) into the Restricted Renew Fund, including £23k in awarded grants
- £108k was transferred from the Legacy Fund into the Designated Renew Fund
- A total of about £224k income was received into the Designated Renew Fund, £10k from donations and the remainder recouped under the Listed Places of Worship VAT Refund scheme
- Project expenditure of £1.4m was incurred. Costs were taken from the Restricted Renew Fund until available funds were exhausted. Subsequent costs were then taken from the Designated Renew Fund
- At the end of 2021, the outstanding balance owed to the Designated Renew fund stood at £103k
- Our main contractor (Kitto) has offered the church a deferred payment facility on the outstanding balance at 3% pa interest. The retention payment is due at the end of the defects period in May 2022.
- We have an outstanding application to Garfield Weston Foundation for a £250k grant (in capital and revenue funding). They have asked for further information and we expect a decision in 2022.

### ***Reserves Policy***

The PCC holds some reserves on the unrestricted General Fund in line with accepted best practice in the stewardship of the finances of charities in general as well as for churches. This is to provide assurance to the PCC, and wider church family, that we can manage if there is an unexpected or unforeseen challenge. In 2021 the PCC agreed a revised policy to maintain these reserves between £125k and £175k, representing the equivalent of three months' normal levels of expenditure.

At the end of 2021 the unrestricted General Fund reserves stood at £127,251 and the designated Legacies Fund stood at £5,000.

The Trustees have decided for this year only to disclose the Renew designated fund with a negative closing balance of £103,224.19 to illustrate the deficit on the Renew Project against what was set aside for it and donated toward it. This deficit, which when taken together with the General Fund, combined to total £24,027.25. The Trustees aim to budget for an increase in unrestricted General Funds over the coming years to bring this combined total within the target reserve policy.

### ***2022 – General Fund: Maintaining balanced income and expenditure***

In setting budgets for 2022, we have assumed an end to lockdown and with it a return to full operations, with expenditure back to pre-COVID levels. The reduced lettings income from properties in Linden Gate and Oakfield Road will reduce income by £60k compared to previous years.

Staff will receive a 4.8% inflationary pay rise from 1<sup>st</sup> January 2022 following a recommendation from the PCC's Personnel Team (£9k impact on General Fund). Other costs are budgeted to be held at current levels.

As mentioned earlier, an additional £50k pa in regular giving income has already been pledged and we will continue to lay before the church family opportunities to pledge and give during 2022 in order to achieve a balanced budget.

### ***Funds held as Custodian Trustee***

Christ Church Clifton acts as a custodian trustee holding cash on behalf of Bristol Diocesan Board of Finance for fees received from life events (weddings and funerals) conducted at Christ Church or by Christ Church clergy. Bristol Diocesan Board of Finance objectives are consistent with those of Christ Church Clifton. Christ Church Clifton holds this cash in a separate designated bank account to safeguard the movement of these funds. Please do refer to note 15 for details of the funds received, payments made and balances held on behalf of Bristol Diocesan Board of Finance in the year.

### **Our future and objectives for 2022**

During the coming year the PCC will pursue the following objectives:

#### **Encouraging wholehearted discipleship**

- As part of our overall purpose of making wholehearted disciples of Jesus, we will work to shift the weight of discipleship from a Sunday only focus towards the whole of the week.
- We will clarify the purpose of and relationship between our various leadership groups (PCC, Standing Committee, SLT and Staff Team) so that our church leadership is focused around our core purpose.

#### **Using our buildings for mission**

- We will seek to re-open The Spire Coffee Shop under a new financial model so that it is financially sustainable while providing the connection point into our local community that people want and miss.
- We will develop our new partnerships with Spear and TLG, while clarifying our ongoing partnership with our Pre-school.
- We will develop Linden Gate as a basis for discipleship and mission under Chris and Helena Whitwell's leadership.
- We hope to secure the required funding through an outstanding grant application left over from the RENEW Project to appoint a centre manager. If successful, the person recruited will further develop how we use our buildings in the service of our mission, community and potential income generation.

#### **Maximising our resources**

- We will review the residential properties we hold with a view to ensure we are making the best use of them.
- We will start a re-branding exercise so that our communications and publicity more accurately reflect our purpose and values.
- We will work to address the shortfall in our giving income as a result of the pandemic by communicating regularly with our church family and by offering different ways for people to respond.

## Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Parochial Church Council

*Paul Langham*

**Paul Langham**

Vicar and Chair of the PCC

25<sup>th</sup> April 2022

*David Newton*

**David Newton**

PCC Treasurer

# **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PCC OF CHRIST CHURCH, CLIFTON**

**YEAR ENDED 31 DECEMBER 2021**

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## **Opinion**

We have audited the financial statements of The PCC Christ Church Clifton (the "Charity") for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of the Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs at 31 December 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion

on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

### **Responsibilities to the trustees**

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement if it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the charity, including the Charities Act 2011, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the charity's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm). This description forms part of our auditor's report.

*Joshua Kingston*

Burton Sweet Limited  
Statutory Auditor  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Date: 25<sup>th</sup> April 2022



# CHRIST CHURCH CLIFTON

## STATEMENT OF FINANCIAL ACTIVITIES (SoFA)

YEAR ENDED 31 DECEMBER 2021

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£	£
<b>Income from:</b>						
<i>Donations and Legacies</i>						
Provision (Regular Giving)		364,414.85	-	-	364,414.85	402,775.15
Gift Aid		82,913.64	22,786.09	-	105,699.73	145,463.75
Restricted Donations		10,050.00	138,870.95	-	148,920.95	325,874.74
Other Giving		721.11	-	-	721.11	2,583.57
Grants and Donations Received		228,076.98	23,271.00	-	251,347.98	102,233.13
Legacies		80,930.63	-	-	80,930.63	-
<i>Charitable Activities</i>						
Rental Income		61,904.51	-	-	61,904.51	80,299.41
Fees from Weddings and Funerals		3,844.70	-	-	3,844.70	1,896.00
Events Income		863.75	-	-	863.75	2,146.94
Spire Coffee Shop Income		-	-	-	-	4,877.52
Other Income		-	15,488.63	-	15,488.63	635.28
<i>Income from Investments</i>						
Investment Income and Interest		5,815.36	-	-	5,815.36	6,512.66
<b>Total income</b>		<b>839,535.53</b>	<b>200,416.67</b>	<b>-</b>	<b>1,039,952.20</b>	<b>1,075,298.15</b>
<b>Expenditure on:</b>						
<i>Charitable Activities</i>						
Mission	2	66,748.40	33,920.68	-	100,669.08	109,457.59
Renew Expenditure		1,233,120.19	160,393.80	-	1,393,513.99	506,780.96
Parish Share		201,000.00	-	-	201,000.00	201,000.00
Staff and Associated Costs		222,476.80	-	-	222,476.80	216,866.42
Offices and Gatherings		33,678.55	183.00	-	33,861.55	27,909.47
Church Building		48,547.71	924.87	-	49,472.58	80,310.71
Governance		12,196.27	5,280.00	-	17,476.27	14,427.67
Spire Coffee Shop		-	-	-	-	24,095.25
<b>Total Expenditure</b>		<b>1,817,767.92</b>	<b>200,702.35</b>	<b>-</b>	<b>2,018,470.27</b>	<b>1,180,848.07</b>
<b>Gains on Investments (unrealised)</b>		<b>-</b>	<b>-</b>	<b>28,382.89</b>	<b>28,382.89</b>	<b>12,810.06</b>
<b>Net Income/(Expenditure)</b>		<b>(978,232.39)</b>	<b>(285.68)</b>	<b>28,382.89</b>	<b>(950,135.18)</b>	<b>(92,739.86)</b>
<b>Reconciliation of Funds:</b>						
<b>Total Funds at 1 January</b>		<b>1,514,657.19</b>	<b>5,140.12</b>	<b>199,417.16</b>	<b>1,719,214.47</b>	<b>1,811,954.33</b>
<b>Total Funds at 31 December</b>	<b>12</b>	<b>536,424.80</b>	<b>4,854.44</b>	<b>227,800.05</b>	<b>769,079.29</b>	<b>1,719,214.47</b>

Comparative fund movements are shown in note 5.

The Charity has no recognised gains or losses other than the results for the year as set out above.  
All of the activities of the charity are classed as continuing.

The notes on pages 19 to 26 form part of these financial statements.

# CHRIST CHURCH CLIFTON

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Note	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	7	507,397.55	521,638.81
Investment Assets	8	227,800.05	199,417.16
		<u>735,197.60</u>	<u>721,055.97</u>
<b>Current Assets</b>			
Debtors and Prepayments	9	24,445.03	49,946.50
Cash at Bank and in Hand	10	138,521.44	967,358.02
		<u>162,966.47</u>	<u>1,017,304.52</u>
<b>Creditors : Amounts falling due within one year</b>	11	129,084.78	19,146.02
Net Current Assets		<u>33,881.69</u>	<u>998,158.50</u>
<b>Net Assets</b>		<u>769,079.29</u>	<u>1,719,214.47</u>
<b>Funds</b>			
<b>Unrestricted Funds</b>	13		
General Reserves		127,251.44	108,488.17
Church Legacies Fund		5,000.00	85,357.19
Renew Designated Fund		(103,224.19)	799,173.02
		<u>29,027.25</u>	<u>993,018.38</u>
Property Fund		472,047.00	472,047.00
Equipment Fund		35,350.55	49,591.81
		<u>536,424.80</u>	<u>1,514,657.19</u>
<b>Restricted Funds</b>	13		
Other Funds		4,854.44	5,140.12
		<u>4,854.44</u>	<u>5,140.12</u>
<b>Endowment Funds</b>	13		
Investment Asset Fund		227,800.05	199,417.16
		<u>769,079.29</u>	<u>1,719,214.47</u>

These financial statements were approved by the Parochial Church Council on 25th April 2022 and are signed on its behalf by:

*Paul Langham*

Paul Langham  
Vicar and Chair of the PCC

*David Newton*

David Newton  
PCC Treasurer

The notes on pages 19 to 26 form part of these financial statements.

**CHRIST CHURCH CLIFTON**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED 31 DECEMBER 2021**

		<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
<b>Net Cash Inflow from Operating Activities</b>	<b>A</b>	<b>(828,142.47)</b>	<b>(118,160.30)</b>
<b>Investing Activities</b>			
Payments for Tangible Fixed Assets		(6,509.47)	(7,590.10)
Investment Income		5,815.36	6,512.66
		<b>(694.11)</b>	<b>(1,077.44)</b>
<b>Net Cash Inflow for the Year</b>	<b>B</b>	<b>(828,836.58)</b>	<b>(119,237.74)</b>
<b>A Statement of Financial Activities:</b>			
Net Income / (Expenditure) for the Year		(950,135.18)	(92,739.86)
Unrealised Investment Gains		(28,382.89)	(12,810.06)
Depreciation of Tangible Fixed Assets		20,750.73	20,327.14
Increase / (Decrease) in Creditors		109,938.76	7,154.90
(Increase) / Decrease in Debtors		25,501.47	(33,579.76)
Investment Income		(5,815.36)	(6,512.66)
<b>Net Cash Inflow from Operating Activities</b>		<b>(828,142.47)</b>	<b>(118,160.30)</b>
<b>B Analysis of Changes in Cash during the year</b>			
Cash at Bank and in Hand			
End of Year		138,521.44	967,358.02
Start of Year		967,358.02	1,086,595.76
		<b>(828,836.58)</b>	<b>(119,237.74)</b>

**Cashflow restrictions**

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside of its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

**The notes on pages 19 to 26 form part of these financial statements.**

# CHRIST CHURCH CLIFTON

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 DECEMBER 2021

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#### 1 Accounting policies

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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

The trustees consider that there are no material uncertainties about the Church's ability to continue as a going concern because over 80% of its unrestricted income is made up of giving by standing order, which reflects an ongoing commitment to continue giving in future. The assessment of going concern has been considered in light of the COVID-19 pandemic and it is believed that the Church has sufficient reserves and/or giving potential to be able to meet these challenges.

The PCC constitutes a public benefit entity as defined by FRS102.

#### Presentation of accounts

In previous years, accounts have been presented to the nearest pound. This created rounding errors which were difficult to resolve if tables were also to cast (add up). Since 2020, the accounts have been presented including pence.

#### Funds

General funds represent the funds of the church 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.

Restricted funds are those derived from gifts which are restricted to a particular purpose.

The accounts include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

#### Income

All income is recognised once the PCC has entitlement to the income, there is sufficient certainty of receipt and it is therefore probable that the income will be received, and the amount of income can be measured reliably.

#### Income from gifts

Planned giving receivable by standing order is recognised when received. Collections are recognised when received by or on behalf of the PCC. Gift aid is accrued on donations when there is a valid declaration from the donor, and accounted for in the year to which the giving relates. Any Gift Aid amount recovered on a donation is treated as an addition to the same fund as the initial donation unless the donor or terms of the appeal have stated otherwise.

#### Grants

Grants to the PCC are included in the SoFA when the PCC becomes entitled to the income, it is probable that the income will be received, and the amount can be measured reliably. Grant income received from the Listed Places of Worship Grant Scheme is recognised when the applicable expenditure is incurred by the PCC.

#### Legacy income

Legacy income is recognised when receipt is probable, that is, when there has been grant of probate, the executors have established there are sufficient net assets to pay the legacy, and any conditions attached have been met or are in the control of the church.

#### Other income

Income to cover the cost of certain church events is accounted for gross, rather than being netted off against related costs within reported expenditure. Rental income from the letting of the church owned properties is recognised when the rental is due. Dividends and interest are accounted for when receivable. Realised gains and losses are recognised when investments are sold. Unrealised losses are accounted for on the revaluation of investments at 31 December each year.

#### Donated goods, facilities and services

Donated goods, facilities and services are recognised as income with an equivalent amount recognised as an expense, except for the contribution of volunteers which it is considered impractical to reliably measure for accounting purposes. They are recognised on the basis of the value of the gift to the PCC which is the amount that the PCC would have been willing to pay to obtain such services or facilities of equivalent economic benefit on the open market.

#### Interest receivable

This is included in the accounts upon notification of the interest by the Bank.

# CHRIST CHURCH CLIFTON

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 DECEMBER 2021

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#### 1 Accounting policies - continued

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

##### **Grants and donations**

Where the PCC gives a grant with conditions for its payment being a specific level of service to be provided, such grants are only recognised in the SoFA once the recipient has provided the specified service. Where there are no conditions attached to a grant made by the PCC that enables them to realistically avoid the commitment, a liability for the full funding obligation is recognised when communicated to the grant recipient.

The PCC supports a number of mission partners and mission organisations. It does not give mission partners any indication of future commitment, and has adopted a solely annual approach to mission giving.

##### **Diocesan parish share**

The diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

##### **Governance**

Governance costs represent the expenditure related to statutory requirements such as audit or independent examination, insurance and legal advice. They have been included within support costs relating to charitable activities.

##### **Fixed Assets**

##### **Consecrated land and buildings and moveable church furnishings**

The PCC does not own and hold the church and vicarage. Legal custodianship of the church lands and vicarage lies with the diocesan authorities and the incumbent. Day to day custodianship is controlled by the incumbent (vicar) and churchwardens. The churchwardens also have custodianship of the moveable items within the church on behalf of the people of the parish. The PCC supports the incumbent in the day to day care of the people of the parish. Expenditure incurred during the year on consecrated or beneficed buildings and moveable church fittings, whether maintenance or an improvement is normally written off as expenditure in the SoFA and is separately disclosed. Major new capital items are capitalised and depreciated over the greater of their estimated useful working lives.

##### **Freehold Property**

The PCC owns two residential properties located in close proximity to the church building. These properties were purchased and are held for the charitable benefits derived from their close proximity to the church. Such benefits include the ability to offer housing to staff and volunteers, where the proximity to the church is to the benefit of its operations. Where vacancies arise, the PCC seek to rent rooms to such volunteers or staff. Where no such tenants are in prospect, the charity makes short-term lets to other members of the public to steward its resources well. As the charity holds the properties primarily for the benefit of its charitable purposes rather than rental, the properties are held as functional fixed assets and not as investment properties. If in the future the trustees were to determine that the primary use of the property had changed to be for rental purposes then the property would need to be reclassified as an investment property.

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

Fixtures, fittings and equipment including IT assets are valued at cost, and depreciated at 20% per annum on a straight line basis, reflecting the minimum expectation of useful life of the asset. Expenditure on individual assets costing over £500 that will have ongoing benefit for several years is capitalised. Church chairs are depreciated at 10% per annum on a straight line basis, reflecting the manufacturer's guarantee period.

##### **Investments**

Listed and unlisted investments are valued at their market value at 31 December.

##### **Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the PCC. Subsequently, they are measured at the level of cash or other consideration expected to be received.

##### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### **Creditors and provisions**

Creditors and provisions are recognised when the PCC has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Liabilities are measured on recognition at their historical cost and then subsequently at the best estimate of the amount required to settle the obligation at the reporting date.

##### **Pension scheme**

The church operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year they are payable.

##### **Realised gains and losses**

All gains and losses are taken to the SoFA as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or purchase value if purchased during the year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value.

# CHRIST CHURCH CLIFTON

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 DECEMBER 2021

#### 2 Grants to Mission Partners

Mission fund expenditure covers mission and evangelism, student and young adults work, youth work, children's work, seniors ministry, creative arts ministry and grants to organisations. Within the total mission spend, The following unrestricted general fund and restricted mission fund grants were made during the year:

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £
<b>Heart for the individual:</b>				
Christian Unions	400.00	-	-	400.00
Other	1,100.00	-	-	1,100.00
	<b>1,500.00</b>	<b>-</b>	<b>-</b>	<b>1,500.00</b>

#### Heart for the city:

InHope (formerly Crisis Centre Ministries)	4,000.00	-	-	4,000.00
Bristol Schools Connection	5,000.00	-	-	5,000.00
Falcon Camps	2,500.00	-	-	2,500.00
St. Andrew's Avonmouth and St Peter's Lawrence Weston	-	23,500.00	-	23,500.00
North West Bristol Foodbank	-	8,000.00	-	8,000.00
	<b>11,500.00</b>	<b>31,500.00</b>	<b>-</b>	<b>43,000.00</b>

#### Heart for the nations:

TearFund Connected Churches Project in Kitgum, N Uganda	10,000.00	1,500.00	-	11,500.00
Wycliffe Bible Translators (Details withheld for security reasons)	10,000.00	-	-	10,000.00
Wycliffe Bible Translators (Details withheld for security reasons)	10,000.00	-	-	10,000.00
Uganda Christian University, Mukono, Uganda	5,581.44	-	-	5,581.44
Bristol International Student Centre	3,000.00	-	-	3,000.00
Engineering Ministries International (David Burgess)	1,000.00	-	-	1,000.00
Ab Janani Luwum Theological College, Gula, Uganda	1,129.56	-	-	1,129.56
Hodgkin House	500.00	-	-	500.00
Deanery Ugandan Fund	500.00	-	-	500.00
	<b>41,711.00</b>	<b>1,500.00</b>	<b>-</b>	<b>43,211.00</b>

#### Grants (Comparative year: 2020)

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £
<b>Heart for the individual:</b>				
Christian Unions	400.00	-	-	400.00
Other	1,100.00	-	-	1,100.00
	<b>1,500.00</b>	<b>-</b>	<b>-</b>	<b>1,500.00</b>

#### Heart for the city:

InHope (formerly Crisis Centre Ministries)	4,000.00	-	-	4,000.00
Bristol Schools Connection	5,000.00	-	-	5,000.00
Falcon Camps	4,000.00	-	-	4,000.00
St. Andrew's Avonmouth and St Peter's Lawrence Weston	-	22,000.00	-	22,000.00
North West Bristol Foodbank	-	10,000.00	-	10,000.00
Carols for Bristol	-	2,000.00	-	2,000.00
Caring at Christmas	-	268.59	-	268.59
	<b>13,000.00</b>	<b>34,268.59</b>	<b>-</b>	<b>47,268.59</b>

#### Heart for the nations:

TearFund Connected Churches Project in Kitgum, N Uganda	10,000.00	268.60	-	10,268.60
Wycliffe Bible Translators (Details withheld for security reasons)	10,000.00	-	-	10,000.00
Wycliffe Bible Translators (Details withheld for security reasons)	10,000.00	-	-	10,000.00
Jews for Jesus (Stephen Pacht in Geneva)	7,500.00	-	-	7,500.00
Bristol International Student Centre	4,500.00	-	-	4,500.00
Engineering Ministries International (David Burgess)	3,000.00	-	-	3,000.00
Bishop of Bristol's Appeal for Ugandan Pastors	1,000.00	-	-	1,000.00
Hodgkin House	500.00	-	-	500.00
Global Connections	265.00	-	-	265.00
	<b>46,765.00</b>	<b>268.60</b>	<b>-</b>	<b>47,033.60</b>

# CHRIST CHURCH CLIFTON

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

3 Employee costs	2021 £	2020 £
Salaries	175,699.75	191,268.79
Casual Staff	230.00	-
Employer's National Insurance contributions	3,322.44	7,194.34
Employer's pension contributions	15,244.83	16,229.36
Recruitment Costs	-	40.00
	<b>194,497.02</b>	<b>214,732.49</b>

No employee earned more than £60,000 during the year (2020: none).

During 2021, the average number of staff employed was 10, (2020: 11). The full time equivalent number of staff was 7 (2020: 8).

The total amount of salaries and benefits received by key management personnel (salary, employer's NI and pension contributions) was £40,473 (2020: £40,068).

4 Net Income/Expenditure	2021 £	2020 £
Net income expenditure is stated after charging:		
Depreciation	20,750.73	20,327.14
Audit	8,400.00	5,784.00

5 Comparative Fund Movements (previous year - 2020)	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £
<b>Income from:</b>				
<i>Donations and Legacies</i>				
Provision (Regular Giving)	402,775.15	-	-	402,775.15
Gift Aid	89,760.89	55,702.86	-	145,463.75
Restricted Donations	20,040.00	305,834.74	-	325,874.74
Other Giving	2,583.57	-	-	2,583.57
Grants and Donations Received	99,923.99	2,309.14	-	102,233.13
<i>Charitable Activities</i>				
Rental Income	80,299.41	-	-	80,299.41
Fees from Weddings and Funerals	1,896.00	-	-	1,896.00
Events Income	2,146.94	-	-	2,146.94
Spire Coffee Shop Income	4,877.52	-	-	4,877.52
Other Income	635.28	-	-	635.28
<i>Income from Investments</i>				
Investment Income and Interest	6,512.66	-	-	6,512.66
<b>Total Income</b>	<b>711,451.41</b>	<b>363,846.74</b>	<b>-</b>	<b>1,075,298.15</b>
<b>Expenditure on:</b>				
<i>Charitable Activities</i>				
Mission	72,227.90	37,229.69	-	109,457.59
Renew Expenditure	163,731.77	343,049.19	-	506,780.96
Parish Share	201,000.00	-	-	201,000.00
Staff and Associated Costs	216,866.42	-	-	216,866.42
Offices and Gatherings	27,607.25	302.22	-	27,909.47
Church Building	80,310.71	-	-	80,310.71
Governance	14,427.67	-	-	14,427.67
Spire Coffee Shop	24,095.25	-	-	24,095.25
<b>Total Expenditure</b>	<b>800,266.97</b>	<b>380,581.10</b>	<b>-</b>	<b>1,180,848.07</b>
<b>Gains on Investments (unrealised)</b>	<b>-</b>	<b>-</b>	<b>12,810.06</b>	<b>12,810.06</b>
<b>Net Income/(Expenditure)</b>	<b>(88,815.56)</b>	<b>(16,734.36)</b>	<b>12,810.06</b>	<b>(92,739.86)</b>
<b>Reconciliation of Funds:</b>				
<b>Total Funds at 1 January 2020</b>	<b>1,603,472.75</b>	<b>21,874.48</b>	<b>186,607.10</b>	<b>1,811,954.33</b>
<b>Total Funds at 31 December 2020</b>	<b>1,514,657.19</b>	<b>5,140.12</b>	<b>199,417.16</b>	<b>1,719,214.47</b>

# CHRIST CHURCH CLIFTON

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

### 6 Related Party Transactions

Three PCC members, Chris Brown, Paul Langham and Neil Shepherd are remunerated by the Bristol Diocesan Board of Finance to which Parish Share is paid. Christ Church Children and Families Trust operates the Christ Church Pre-school from the church building and paid £5,000 in rent in 2021 (2020: £3,000). Orriss Design, owned by PCC member Mark Orriss, provided graphic design services to the PCC. This was not used in 2021 (2020: £945). 7 Cakes Cafe, owed by Krystina Zahid, wife of PCC employee Karman Zahid, provided catering services totalling £690 (2020: none).

Other than disclosed above, no member of the PCC received any payment during the year.

During 2021 the income arising from the giving of PCC members and their close family members (spouses, parents, siblings, and children) was £96,144 (2020: £174,149). This significant decrease was largely a result of giving dedicated to the RENEW building project received in 2020. Giving to the General Fund from this group was £67,883 (2020: £73,476). The decrease on 2020 is a result of changes in membership of the PCC.

### 7 Tangible fixed assets

	Freehold property (Property Fund)	Fixtures, fittings & equipment	Chairs	Sound and projection systems	Church equipment (Equip Fund)	Total
	£	£	£	£	£	£
<b>Cost</b>						
At 1 January 2021	472,047.00	174,699.97	70,000.40	153,887.82	398,588.19	870,635.19
Additions	-	4,296.00	-	2,213.47	6,509.47	6,509.47
At 31 December 2021	472,047.00	178,995.97	70,000.40	156,101.29	405,097.66	877,144.66
<b>Depreciation</b>						
At 1 January 2021	-	137,971.30	63,087.96	147,937.12	348,996.38	348,996.38
Charge for the year	-	12,144.60	6,912.44	1,693.69	20,750.73	20,750.73
At 31 December 2021	-	150,115.90	70,000.40	149,630.81	369,747.11	369,747.11
<b>Net book value</b>						
At 31 December 2021	472,047.00	28,880.07	-	6,470.48	35,350.55	507,397.55
At 31 December 2020	472,047.00	36,728.67	6,912.44	5,950.70	49,591.81	521,638.81

### 8 Investments

	2021 £	2020 £
10,107 CBF investment fund shares at valuation, held in an endowment fund	227,800.05	199,417.16
Market value b/f 1 January 2021	199,417.16	186,607.10
Net gain on revaluation	28,382.89	12,810.06
Market value at 31 December 2021	227,800.05	199,417.16
Historical cost of investments	8,585.76	8,585.76

### 9 Debtors

	2021 £	2020 £
Gift Aid Recoverable	6,314.44	10,191.39
Prepayments	9,915.41	8,679.88
Accounts Receivable	8,215.18	31,075.23
	24,445.03	49,946.50

### 10 Cash at Hand and In Bank

	2021 £	2020 £
Cash In Bank	141,774.86	968,858.47
Credit Card Balance	(3,253.42)	(1,500.45)
	138,521.44	967,358.02

In order to provide easy reconciliation to the bank balances shown in our accounts package, the credit card balance is treated as cash.



# CHRIST CHURCH CLIFTON

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

11 Creditors: amounts falling due within one year	2021 £	2020 £
Accruals	7,200.00	5,700.00
Accounts Payable	121,884.78	13,446.02
	<u>129,084.78</u>	<u>19,146.02</u>

12 Funds	Balance b/f 01/01/2021	Income	Expenses	Transfers	Gains and Losses	Balance c/f 31/12/2021
Endowment Fund	199,417.16	-	-	-	28,382.89	227,800.05
<u>Restricted Funds</u>						
Internal Restricted Funds	5,140.12	1,524.87	(1,810.55)	-	-	4,854.44
Mission Funds	-	33,035.00	(33,035.00)	-	-	-
Renew Restricted Funds	-	165,856.80	(165,856.80)	-	-	-
Total Restricted Funds	<u>5,140.12</u>	<u>200,416.67</u>	<u>(200,702.35)</u>	<u>-</u>	<u>-</u>	<u>4,854.44</u>
<u>Designated Funds</u>						
Legacies Fund	85,357.19	80,930.63	(3,188.00)	(158,099.82)	-	5,000.00
Equipment Fund	49,591.81	-	(20,750.73)	6,509.47	-	35,350.55
Property Fund	472,047.00	-	-	-	-	472,047.00
Renew Fund	799,173.02	223,823.16	(1,234,320.19)	108,099.82	-	(103,224.19)
General Fund	108,488.17	534,781.74	(559,509.00)	43,490.53	-	127,251.44
Total Unrestricted Funds	<u>1,514,657.19</u>	<u>839,535.53</u>	<u>(1,817,767.92)</u>	<u>-</u>	<u>-</u>	<u>536,424.80</u>
Total Funds	<u>1,719,214.47</u>	<u>1,039,952.20</u>	<u>(2,018,470.27)</u>	<u>-</u>	<u>28,382.89</u>	<u>769,079.29</u>

Funds (Comparative year: 2020)	Balance b/f 01/01/2020	Income	Expenses	Transfers	Gains and Losses	Balance c/f 31/12/2020
Endowment Fund	186,607.10	-	-	-	12,810.06	199,417.16
<u>Restricted Funds</u>						
Internal Restricted Funds	7,223.48	609.14	(2,692.50)	-	-	5,140.12
Mission Funds	-	34,537.19	(34,537.19)	-	-	-
Renew Restricted Funds	14,651.00	328,700.41	(343,351.41)	-	-	-
Total Restricted Funds	<u>21,874.48</u>	<u>363,846.74</u>	<u>(380,581.10)</u>	<u>-</u>	<u>-</u>	<u>5,140.12</u>
<u>Designated Funds</u>						
Legacies Fund (excluding Spire Coffee Shop)	397,301.16	-	(9,805.26)	(302,138.71)	-	85,357.19
Spire Coffee Shop	(45,710.13)	17,666.67	(24,095.25)	52,138.71	-	-
Equipment Fund	103,826.27	-	(20,327.14)	(33,907.32)	-	49,591.81
Property Fund	472,047.00	-	-	-	-	472,047.00
Renew Fund	623,762.32	93,092.47	(167,681.77)	250,000.00	-	799,173.02
General Fund	52,246.13	600,692.27	(578,357.55)	33,907.32	-	108,488.17
Total Unrestricted Funds	<u>1,603,472.75</u>	<u>711,451.41</u>	<u>(800,266.97)</u>	<u>-</u>	<u>-</u>	<u>1,514,657.19</u>
Total Funds	<u>1,811,954.33</u>	<u>1,075,298.15</u>	<u>(1,180,848.07)</u>	<u>-</u>	<u>12,810.06</u>	<u>1,719,214.47</u>

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2021**

**12 Funds - continued**

Prior to 2020, the General Fund, Equipment Fund and Renew Designated Fund contained a mixture of cash and tangible fixed assets. In 2020, transfers were made so that all non-property tangible fixed assets are held in the Equipment Fund, which is the intent of having such an Equipment Fund. The balance of cash in this fund after these transfers were made was moved to the General Fund.

**Endowment Fund**

These funds represent the market value of the investment shares held in the CBF Investment Fund, as outlined in note 8.

**Restricted Funds**

***Internal Restricted Funds***

These funds have been given directly to the church for specific restricted purposes within the church.

***Mission Funds***

These funds were donated to various missionary organisations and activities outside the church.

***Renew Restricted Funds (including Disabled Toilet Fund)***

These funds are donated towards the costs of the renewal of the church building.

**Designated Funds**

***Church Legacies Funds***

Legacies received are set aside from the General Fund by the PCC, to keep them separate from the General Fund. Two new legacies were received during 2021: £75,930.63 from the estate of Edris Williams and £5,000 from the estate of David Warlow (2020: no legacies were received). During the year, £108,099.82 was transferred from the Legacy Fund to the RENEW project and £50,000 was transferred to the General Fund.

The Spire Coffee Shop Fund was used to fund the work of The Spire Coffee Shop until it closed in October 2020. At the point of closure, £52k was transferred from the Legacy Fund to the Spire Coffee Shop Fund, to give a zero balance in the Spire Coffee Shop Fund.

***Equipment Fund***

These funds represent the net book value of fixtures, fittings and equipment purchased by the PCC.

***Property Fund***

These funds represent the net book value of the following properties, owned by the PCC:

Linden Gate	£	100,000
60 Clifton Park Road	£	372,047
	£	<u>472,047</u>

£335,126 of the purchase cost of 60 Clifton Park Road was provided by The Church Hall Trust and the trustees thereof would have discretion over the reinvestment of 90% of the proceeds if the property was sold.

***Renew Development Fund***

These funds have been set aside by the PCC to cover costs of the renewal of the church building. A building was disposed of in 2013 in order to provide funds for this purpose.

The Trustees have decided for this year only to disclose the Renew designated fund with a negative closing balance of £103,224.19 to illustrate the deficit on the Renew Project against what was set aside for it and donated toward it. The Trustees anticipate some further income and/or donations to meet a portion of the deficit in the coming year. Had funds from general funds been allocated to meet this deficit at the year-end, the closing balance on general funds would be £24,027.25.

**13 Analysis of Net Assets between Funds**

	<b>General Fund £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Fund £</b>	<b>Total 2021 £</b>
Fixed Assets	-	507,397.55	-	227,800.05	735,197.60
Current Assets	129,461.28	23,370.75	10,134.44	-	162,966.47
Current Liabilities	(2,209.84)	(121,594.94)	(5,280.00)	-	(129,084.78)
	<u>127,251.44</u>	<u>409,173.36</u>	<u>4,854.44</u>	<u>227,800.05</u>	<u>769,079.29</u>

# CHRIST CHURCH CLIFTON

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

### 13 Analysis of Net Assets between Funds - continued (Comparative year: 2020)

	General Fund £	Designated Funds £	Restricted Funds £	Endowment Fund £	Total 2021 £
Fixed Assets	-	521,638.81	-	199,417.16	721,055.97
Current Assets	111,082.92	900,235.15	5,986.45	-	1,017,304.52
Current Liabilities	(2,594.75)	(15,704.94)	(846.33)	-	(19,146.02)
	<u>108,488.17</u>	<u>1,406,169.02</u>	<u>5,140.12</u>	<u>199,417.16</u>	<u>1,719,214.47</u>

### 14 Commitments

The PCC had the following commitments at the end of the financial year for which no provision has been made.

	2021 £	2020 £
Renew Project	-	<u>1,228,560.66</u>

The shortfall in the Renew funds at the end of 2021 are being funded via a deferred payment facility with the main contractor, Kitto Construction Ltd. This facility attracts interest at a rate of 3% pa. In broad terms, the fundraising target to cover this shortfall is c.£96,000.

### 15 Funds held as custodians for others

At the year end, the PCC held £1,114.60 (2020: £2,348.30) of cash balances under the control of Bristol Diocesan Board of Finance. These balances have been excluded from the balance sheet.

In the year funds were received on behalf of Bristol Diocesan Board of Finance totalling £8,571.00 (2020: £3,897.30). Payments made as a custodian trustee on behalf of Bristol Diocesan Board of Finance totalled £9,804.70 (2020: £3,520).

Further details of the custodian trustee relationships can be found within the trustees' report.

### 16 Prior-year SORP departure

In the prior-year, grant expenditure to mission partners was recognised on a cash basis rather than a commitment basis.

This decision was made by the Trustees in the 2020 accounts to present users with the most useful data on giving, as Trustees did not intend to create multi-year grant commitments. In the 2021 year, communication with mission partners was amended to communicate support each year.