

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2021

Charity Number 1130717

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St Andrew's Parochial Church Council

REFERENCE AND ADMINISTRATIVE DETAILS

St Andrew's Church is situated in Church Street, Cobham, Surrey and is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church Gate House, Downside Bridge Road, Cobham, KT11 3EJ.

The Parochial Church Council (PCC) is a registered charity number 1130717.
PCC members who have served from 1st January to 31 December 2021 were:

Rector:
Chairman Revd Dr Michael Branscombe

Associate Ministers Revd Charleen Hollington
 Revd Dr Monilola Babatunde

Churchwardens: Michael Elson
 Paul Hurrell

Lay Representatives on the Deanery Synod:

Michael Elson	(To July 2021)
Claire Costard	
David Greenwood	
Geoffrey Morris	(To July 2021)
David Taylor	

Elected members:

Keith Baird	
Leonard Beighton	Secretary to PCC
Elizabeth Bradley	(To April 2021)
Kim Constable	
Malcolm Graham	Treasurer
Sue Kilpatrick	
Freddie Marshall	
Tolani Martin	(From April 2021 Co-opted previously)
Clive Moorman	
Lynn Moreno	(From April 2021)
Carrie Taylor	
David Tipping	

Co-opted	Geoffrey Morris	(From July 2021)
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St Andrew's Parochial Church Council

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Councils (Powers) Measure 1956.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

OBJECTIVES AND ACTIVITIES

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC has agreed a vision statement as follows:
To Know, Glorify and Make Christ Known

St Andrews continues to seek to be a Christian community through which all can come to know and accept God's love for them and reflect that love wherever they are.

ACHIEVEMENTS AND PERFORMANCE

The Covid pandemic made 2021 another challenging year with us having to adapt to the restrictions as they varied through the year. The pandemic has also provided an opportunity to reflect on our Ministry and Mission through a vision document entitled, "Moving Forward".

Worship was offered through our YouTube channel and most church Meetings took place using Zoom. By Easter we were able to have in-person worship with a 10am Easter Day Eucharist.

In February we made a significant upgrade to the church's sound system and many hours of programming were spent on the new digital system.

We have also introduced a new logo to update our printed and digital media. This new visual identity will also improve notice boards.

The year also included the significant appointment in April of Shirley Mensah as our Childrens and Families' Missioner in training. She has brought her many skills to bear and devised a program for our children and families.

Going forward we will be welcoming Bryan and Tori Silletti and their children. Bryan and Tori will be our church planting curates. The PCC has decided to use nearly all our investments to purchase a house to accommodate them rather than pay for 3 years of rents for a family home.

St Andrew's Parochial Church Council, Cobham

FINANCIAL REVIEW

Total unrestricted income was £177,204, after deducting expenditure of £200,599 a deficit of £23,395 resulted. In 2020 the PCC decided that the legacy received from Gerald Stanford estate should be transferred to 3 designated funds, called "Now" "Later" and "Never" in the ratios 35%, 60% and 5%. The total legacy received was £241,926. The Now fund would be used for expenditure to update our communications, signage, visual identity, logo, audio technology and similar expenditure.

The Later fund would be used towards extending our vision and implementing the work of the "Moving Forward Group."

The Never fund would be used for charitable causes particularly those in which Gerald was involved e.g. Chatterbus.

Also in 2020 a Designated fund for repairs to the Belltower chamber improvements of £5,000 was also set up.

In the PCC meeting of 26h January 2021 2 more designated funds were set up Mary Gifford fund of £36,000 and Ray Sherlock fund of £10,000 based on the legacies left by the 2 parishioners. The Mary Gifford fund was allocated for the cost of replacing the lynch gate letters and on the beautifying and maintaining the garden and grounds on a regular and simplified basis. Ray Sherlock's fund would be for the assistance of worship including the nave altar and the pastoral ministry.

The gains on investments in the unrestricted fund in the period was £77,095 resulted in a balance of unrestricted reserves carried forward of £699,619.

The Designated funds received the transfer from the Unrestricted Funds of £ 45,999 with a net expenditure exceeding income by £24,977, mainly spent on upgrading audio visuals systems in the church and the rebranding improvements e.g. church website.

This left a balance a balance of £265,439

The Restricted reserves decreased from £894 to £878 a decrease of £16.

RESERVES POLICY

The PCC has agreed to maintain sufficient reserves of not less than six months average expenditure to cover emergency situations that may arise from time to time. After the purchase of 57 Coveham Crescent, our liquid reserves are still just about adequate to meet this criteria.

For the year ending 31st December 2021

	Note	Un - restricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOMING RESOURCES						
Voluntary income	2a	146422		0	146422	400237
Activities for generating funds	2b	11092		500	11592	8821
Income from investments	2c	15198	0	0	15198	3434
Income from church activities	2d	4492		0	4492	2985
Income from other sources		0		0	0	0
TOTAL INCOMING RESOURCES		177204	0	500	177704	415477
RESOURCES EXPENDED						
Fund raising costs	3b	1223		0	1223	764
Church activities	3a	193155	24977	516	218648	188330
Support costs	3c	6221		0	6221	7915
TOTAL RESOURCES USED		200599	24977	516	226092	197009
Net incoming/(outgoing) resources		-23395	-24977	-16	-48388	218468
Transfers between funds	9	-45999	0			
Gains and losses on investment assets	5b	77095		0	77095	-36637
NET MOVEMENT IN FUNDS		7701	21022	-16	28707	181831
Balances brought forward		691918	244417	894	937229	755398
BALANCES CARRIED FORWARD	9	699619	265439	878	965936	937229

Balance Sheet
As at 31st December 2021

	Note	Un- Restricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
FIXED ASSETS						
Tangible Assets	5a	356496	0	0	356496	356496
Investment assets	5b	366761	0	0	366761	289666
Total fixed assets		<u>723257</u>	<u>0</u>	<u>0</u>	<u>723257</u>	<u>646162</u>
CURRENT ASSETS						
Debtors	6	12304	0	0	12304	18093
Deposit Account	7	0	130160		130160	130092
Cash at bank	8	-30145	135279	878	106012	149990
LESS CURRENT LIABILITIES	9	5797		0	5797	7108
NET CURRENT ASSETS		<u>-23638</u>	<u>265439</u>	<u>878</u>	<u>242679</u>	<u>291067</u>
NET ASSETS		<u>699619</u>	<u>265439</u>	<u>878</u>	<u>965936</u>	<u>937229</u>
FUNDS						
Unrestricted	9	699619			699619	691918
Designated	9		265439		265439	244417
Restricted	9			878	878	894
		<u>699619</u>	<u>265439</u>	<u>878</u>	<u>965936</u>	<u>937229</u>

Approved by the Parochial Church Council on the
and signed on its behalf by:

April 2021

Rev Dr Mike Branscombe

Rev Dr Mike Branscombe
Chairman & Vicar

Leonard Beighton

Leonard Beighton
Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS
For the year ended 31st December 2021

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities (the application of FRS 102).

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

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, nor to those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Designated funds are funds put aside from the Unrestricted funds by the Parochial Church Council for a special purpose. They can be return to Unrestricted funds if the Parochial Church Council subsequently decides.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when received or when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable.

All incoming resources are accounted for gross.

Unrealised gains or losses on investments are accounted for on revaluation of investments at 31st December.

St Andrew's Parochial Church Council, Cobham

Resources used

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Benefice and consecrated property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

No value is attributable to movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, since the PCC considers these to be inalienable property.

Any expenditure during the year on consecrated or benefice property and movable church furnishings, whether maintenance or improvement, has been written off.

Church Gate House Centre, including the flat and the land on which it stands are valued at cost. No depreciation is charged on these properties but expenditure on maintenance or improvement is written off as incurred. These buildings are subject to an annual impairment review.

Equipment acquired for Church Gate House Centre has been depreciated, on a straight line, basis over 10 years. The piano, the computer and the projector have been fully depreciated. Individual items of equipment costing under £1000 are written off when the asset is acquired.

Investments are valued at market value at 31st December.

Current Assets

Amounts owing to the PCC at 31st December in respect of tax, rent or other income are shown as debtors.

2 INCOMING RESOURCES

	Un- Restricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2a Voluntary income					
Planned giving	87600			87600	85,968
Yellow envelopes & Just giving	7800			7800	11,559
Income Tax recovered	22565			22565	25,448
Other giving Sumup/Goodbox (non GA/CAF etc)	12565			12565	5,722
Family Magazine donations	119			119	1,011
Loose plate collections	2914			2914	2,857
Giving through church boxes	509			509	210
One off Gift Aid gifts	12350			12350	9,990
Spire and weather vane fund raising	0			0	15,546
Legacies	0			0	241,926
	<u>146422</u>	<u>0</u>	<u>0</u>	<u>146422</u>	<u>400,237</u>
2b Activities for generating funds					
Magazine advertising	0			0	250
Social and other events	30			30	489
Church Gate House lettings	10157			10157	7537
Donations for use of church	794			794	145
Other funds generated	111		500	611	400
	<u>11092</u>	<u>0</u>	<u>500</u>	<u>11592</u>	<u>8,821</u>
2c Income from investments					
Rent from flat	14454			14454	2,500
Interest and dividends	744			744	934
	<u>15198</u>	<u>0</u>	<u>0</u>	<u>15198</u>	<u>3,434</u>
2d Income from church activities					
Fees for weddings, funerals	4492			4492	2985
	<u>4492</u>	<u>0</u>	<u>0</u>	<u>4492</u>	<u>2,985</u>
2e Income from other sources					
Insurance claims				0	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL INCOMING RESOURCES	<u>177204</u>	<u>0</u>	<u>500</u>	<u>177704</u>	<u>416,477</u>

3 RESOURCES EXPENDED

	Un - Restricted Funds £	Designated Funds	Restricted Funds £	Total 2021 £	Total 2020 £
3a Church activities Grants					
Mission and relief -					
Garden Route Childrens Tru	2000			2000	2500
Operation Mobilisation - Nep	2000			2000	2500
Christians Against Poverty	1200			1200	2500
Leprosy Mission				0	50
Subtotal	5200		0	5200	7550
Home Mission -					
Christmas Bags of Hope				0	500
St. Andrews School	500			500	500
A Rocha UK	2000			2000	1000
Subtotal	2500		0	2500	2000
Other charities -					
Medecin Sans Frontieres				0	500
Crisis at Christmas	221			221	815
Leatherhead Youth Project	1000			1000	500
Transforming Lives for Good	1000			1000	0
Cobam Area Foodbank	1000			1000	
Shelterbox	1180			1180	
Oasis Childcare	2000			2000	3500
Chatterbus				0	1500
Subtotal	6401	0	0	6401	6815
carried forward	14101	0	0	14101	16365
Collections made for				2021	2020
Garden Route Childrens Trust					160
Operation Mobilisation - Nepal					160
Feltonfleet School					
Royal British Legion					
Total collections				0	320
Total giving and collections				14101	16685

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Designated Funds	Restricted Funds £	Total 2021 £	Total 2020 £
brought forward	14101	0	0	14101	16365
Church activities (cont'd)					
Parish share	93603			93603	93603
Salaries	44638			44638	25566
Clergy Housing costs	402			402	520
Clergy and assistant staff expe	435			435	26
Church running expenses	12259			12259	10938
Church maintenance & repairs	2661			2661	2690
Altar, choir, services and music	1891	1668	516	4075	3092
Family magazine costs	354			354	1298
CGH running expenses	9765			9765	8054
CGH repairs	2851			2851	2053
Upkeep church yard?	-546	546		0	602
Other property upkeep incl flai	4740			4740	3346
Retreat Costs				0	500
Youth, SAY and Sunday schoo	4021			4021	487
Training incl. Sunday School	1011			1011	136
Time for God youth volunteer and refund				0	-1630
Transforming lives for Good	934			934	900
Eccommittee	35			35	245
Upgrade sound system		17711		17711	0
Rebranding Execlse costs		5052		5052	0
Spire repairs and fund raising leaflets				0	15253
Weathervane repairs				0	2001
Internal spire work				0	2285
	<u>193155</u>	<u>24977</u>	<u>516</u>	<u>218648</u>	<u>188330</u>
3b Fund raising costs					
Social and other events	1223			1223	764
3c Support costs					
Parish Office	5083			5083	6539
Independent Examiner	588			588	588
Bank charges	550			550	788
	<u>6221</u>	<u>0</u>	<u>0</u>	<u>6221</u>	<u>7915</u>
TOTAL RESOURCES USE	200589	24977	516	226092	197009
4 Salaries and Fees					
Staff costs (Net of statutory de	35812	0	0	35812	27884
HMRC payments *	6991			6991	4708
Nest Pension contributions	1835			1835	1287
	<u>44638</u>	<u>0</u>	<u>0</u>	<u>44638</u>	<u>25566</u>

Number of employees

3

2

*Employer, employee NI contributions and Income tax deducted.

Payments to PCC members

In 2021 a total of £4,431 was paid to 4 members of PCC. In 2020, 1 member of the PCC received £1,040 as reimbursement of expenses they had incurred on behalf of the PCC.

5 **FIXED ASSETS**

FIXED ASSETS		Depn Rate 0%	Freehold Land & Buildings £	Equipment £	Total £	
5a	Tangible Assets					
	ACTUAL/DEEMED COST					
	At 1st January 2021				312734	
	Church Gate House Centre	Nil	312734		43762	
	Church Gate House	Nil	43762		33416	
	Equipment	10%		33416	3405	
	Piano	10%		3405	453	
	Computer	25%		453	5915	
	Projector	25%		5915		
	At 31st December 2021		356496	43189	399685	
	DEPRECIATION					
	At 1st January 2021			43189	43189	
	Charge for year			0	0	
	At 31st December 2021			43189	43189	
	NET BOOK VALUE					
	At 1st January 2021		356496	0	356496	
	At 31st December 2021		356496	0	356496	
5b	Investment Assets		Un- Restricted Funds £	Designated Funds	Restricted Funds £	Total £
	Market Value					
	At 1st January 2020					25794
	C of E Inv. Board 15207 Fixed Interest Income shares @ 1.6384		25794			263872
	Schroder Charity Fund 28557.53 units@ 11.97		263872			289666
			289666	0	0	
	Market Value					
	At 31st December 2020					24080
	C of E Inv. Board 15207 Fixed Interest Income shares @ 1.6962		24080			342681
	Schroder Charity Fund 25178.62 units @ 1.048		342681			366761
			366761	0	0	
	NET REVALUATION GAIN /LOSSES					
	C of E Inv. Board 15207 Fixed Interest Income shares		-1714			-1714
	Schroder Charity Fund 25178.62 units		78809			78809
			77095	0	0	77095

Post balance sheet events

As agreed at the PCC meeting in 6 February, it was decided to purchase a house at 57 Coveham Crescent for the use of the curates' family who will be joining us in May. The property was purchased for £480,000 on 31st March and the funds required came from sale of the Schroders investment and the deposit fund with CCLA of £130k
The Schroders fund was sold for £344,695

	2021 £	2020 £
6 DEBTORS		
Rental due on CGH flat let.		2500
Income Tax Recoverable	6652	7718
Other debtors	2876	1341
Prepayments	2776	2658
Reclaim VAT on Belltower and Weathervane	0	3876
	12304	18093
7 DEPOSIT ACCOUNT		
C of E Investment Board of Finance - Deposit Account	130160	130092
8 BANK ACCOUNTS AND CASH		
Current Account (Natwest Main account)	98868	143029
Current Account (Lloyds bank account)	5266	5414
Current Account - (Natwest) Fellowship & Social & cash	1081	1392
Current Account - (Lloyds 2020 Natwest 2019) Lunch club	86	86
Petty Cash & other cash	711	69
	106012	149990
9 CURRENT LIABILITIES		
Prepaid CGH flat rent	1510	0
CGH and church Utilities	738	357
Church website development	420	0
Due to Diocese	946	1813
Administration parish charge card	320	140
Independent examiner fee accrual	588	588
Reimburse Staff Kids church expenses	264	
Disbursements to Kids church due in 2022	320	0
Outward giving for 2020 £500 Oasis & Leatherhead Youth project	0	1000
Owed to Spiritual Cinema	603	616
Altar frontal - supplier due	0	393
Agency account 2021 Bags of Hope balance	88	2201
2020 nearly all Rev P Vickers retirement present		
	5797	7108

10 MOVEMENT OF FUNDS

	1st Jan 2021	Income P/L sheet	Expenditure P/L sheet	Investment Gains/(losses)	Transfers Out	Transfers In	31st Dec 2021
Unrestricted Fund	691918	181533	204928	77095	45999		699619
Restricted Funds							
Flag	384						384
Restricted Music Resource	123		123				0
Altar covering fund	0	500	393				107
Restricted Appeals	272						272
Youthcamp	115						115
Subtotal	894	500	516				878
Designated Funds							
Belltower Saunders legacy	5000						5000
Gerald Sanders Legacy Designated Funds							
Now Fund	83602		23580				60022
Later Fund	145219						145219
Never Fund	10596						10596
M Gifford Fund			546			35999	35453
R Sherlock Fund			851			10000	9149
Subtotal	244417	0	24977		0	45999	265439
Total	937229	182033	230421	77095	45999	45999	965936

Independent Examiner's Report
To the Parochial Church Council (PCC) of St Andrew's Cobham

I report on the accounts for the year ended 31 December 2021, which are set out on pages 1 to 13.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

1. examine the accounts under section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5) (b) of the 2011 Act, and
3. state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

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
 - a) to keep accounting records in accordance with s.130 of the 2011 Act; or
 - b) to prepare accounts which accord with these accounting records 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.

Aidan Crilly BA FCA
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD



28 APRIL 2022