

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of Wivelsfield

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## St Peter and St John the Baptist Church, Wivelsfield

Church Lane, Wivelsfield RH17 7RD

Registered Charity no. 1130751

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**For the year ended 31st December 2020**

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Website: [wivelsfieldchurch.org.uk](http://wivelsfieldchurch.org.uk)

Incumbent: The Revd Christopher Powell  
The Vicarage, Church Lane, Wivelsfield RH17 7RD

Independent examiner: Mr Geoffrey Perkins  
15, Greenhill Park, Haywards Heath RH17 7SW

Bankers: CAF Bank Limited  
25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ  
CCLA Investment Management Limited  
80 Cheapside, London, EC2A 6DZ



# St Peter and St John the Baptist, Wivelsfield

## Trustees Annual Report for 2020

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### Our aims and purposes as a charity

The PCC is committed to enabling as many people as possible to participate in Church of England worship and to be part of our parish community. The PCC maintains an overview of all the activities of the church, and has adopted the following as its Mission Statement:

***Our aim is to be a loving, prayerful and serving community committed to Jesus Christ and his Gospel and to the extension of his work throughout the parish and beyond.***

The PCC makes plans for the church's life and witness, currently focussing in the following areas:

***Growing Younger – making church life more attractive to young people and families***  
***Communicating Better – reviewing and improving all methods of communication***  
***Having Fun Together – creating opportunities to build our fellowship***

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For 2020 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, in small group situations
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Maintaining and developing our link with St Matthew's, Aberdeen, Sierra Leone, sponsoring the secondary education of children in their community from both Christian and Muslim backgrounds
- Reaching out to the unchurched
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

### What we achieved and how we affected beneficiaries' lives

At the beginning of 2020, Wivelsfield Parish Church had plans in place for worship and activities throughout the year, including musical events, services in church and at other locations, a fete at Great Ote Hall and children's activities.

With the arrival of Covid-19 and the consequent restrictions required by law in many areas of life, many of these plans

had to be curtailed or abandoned. However, worship of God and service of others has continued as the Church has adapted to the new challenges and opportunities



## **Worship and Christian Teaching - adults**

Churches were completely closed - both for private prayer and public worship - from 23<sup>rd</sup> March, but we were able to respond quickly to the restrictions, holding our first online services on Sunday 29<sup>th</sup> March. Some services have been livestreamed on Facebook via the existing page run by the Church, enabling these to be easily accessed by the public. Use of the Zoom video conferencing platform for other services – while less publicly accessible – nevertheless enabled a real gathering of the worshipping community, with opportunities for many people to be active participants in acts of worship, and to share much-needed emotional support and fellowship. In these gatherings the Church community continued to engage with the Word of God, and to offer prayer for the needs of the world generally and of this parish in particular. As well as many of the established congregation, others have joined in these acts of worship, some of whom have become regular worshippers. Jenny Billam has continued to lead the singing from her piano at home, Colin Holden has given a great deal of technical support, and both deserve our gratitude, together with the many others who have contributed to these services.

We also responded quickly when worship in church was able to resume in July, with 8am and 6pm Sunday services and midweek services held in church. The social distancing requirement for worshippers to be seated 2 metres apart from anyone outside their household severely limited the numbers which could be accommodated in the church, and for this reason the main Sunday service at 10.30am continued to be on Zoom throughout the year. Thanks to the generous support of some of the church's neighbours in allowing use of their wifi signal, it has been possible to livestream many services from the church, thus enabling some to continue participating from home. A further lockdown throughout November closed churches once again, and high infection rates in the area in December discouraged others from attending, and so it was important that we maintain our online patterns of worship.

The PCC decided to install a landline broadband connection to the church, to give a reliable internet connection in the future, for both worship and other activities, hoping that this would be a relatively quick process to enable livestreaming once the church reopened. In spite of faculty permission being granted quickly, there were long delays by the provider, and it will not be installed until at least the end of March 2021. Roger Whyatt deserves particular gratitude for his perseverance with this project.

It has not been possible for the existing housegroups to meet since March, but in place of this an online group has studied the 'Living Faith' course from Lichfield Diocese.

The average number of adults attending worship either in church or online was 65. Occasional Offices were all impacted by the restrictions and many baptisms, weddings and memorial services were postponed: there was 1 wedding and 3 baptisms, and there were 11 funeral services at the church (some at the graveside); 4 funerals were conducted by the Vicar in a cemetery or crematorium, and 3 persons' ashes were buried in the churchyard.

## **Worship and Christian Teaching – children**

We started a separate children's service on Zoom on Easter Sunday, and these continued weekly for the rest of the year, being led by different members of the children's ministry team. From July to September, children's services were mostly held in the churchyard, moving to the hall as needed, and returning to Zoom during the November lockdown. These services have provided Christian teaching and worship for the children and pastoral support for them and their families, at a time when many have been isolated from friends and family and facing the challenges of home-schooling. 9 families regularly attended these services, with an average attendance of 7 children across the whole year.

Teenage members of Wicked Youth Club met on Zoom throughout year, facilitated by Steve Onions, but many of the activities normally held for children couldn't take place – such as JAM days, Junior Wicked and Social Club and assemblies at the school. We were able to hold 2 Christingle Services at the church, with 32 children attending with their families. We also made plans to hold 4 Crib services on Christmas Eve, and 80 people had booked to



attend these, but due to the high infection rates in the area at the time and the vulnerability of members of the leadership team, it was sadly necessary to cancel these.

### **Fellowship and Social Events**

At a time when many people have been facing prolonged isolation and fear, the Church considered it very important to provide safe opportunities for social contact and interaction. Each member of the PCC took on the responsibility of keeping in contact by phone with a number of people connected with the church community.

The church community has also organised many online social events, such as quizzes, coffee mornings, talks, cooking competitions and games evenings, which are open to anyone. These have been particularly appreciated by those living on their own, especially during the darker months, and we are glad to have been able to offer this regular support to a wide variety of people – mostly living in the local area, but sometimes joined by others from further afield. Particular appreciation is due to Colin and Julie Holden and Clare Whyatt for organising most of these events and helping us meet some of the current challenges.

### **The Church buildings and grounds**

Places for prayer and reflection have been particularly valued during this year, and the church has been open daily for private prayer since June, and is well used for this purpose. The fact that we were able to open the church throughout the day rather than at limited times has made it easy to maintain social distancing, as it is less likely that other visitors will be there at the same time. To open the church safely, soft furnishings were removed, and a programme of regular cleaning of surfaces was put in place. During the year, plans were made to undertake minor repairs around the building, and improvements to the porch – to alter the roof structure to cure a serious leak, and to replace the outer wooden doors and decayed bird doors with glazed ones to make the porch lighter and more welcoming – and we hope to carry out this work as soon as possible in 2021.

The churchyard has also been valued as a place of reflection, in addition to its usual role as a burial ground for local people. Most of the maintenance costs are met by the Friends of Wivelsfield Churchyard, along with a grant from Wivelsfield Parish Council, with voluntary work parties by church members helping to ensure that the churchyard is well cared for. Spring bulbs were planted at the southern end of the churchyard, and the PCC is considering how to improve the environmental impact of the churchyard, in line with our Eco-church status.

Many of the usual activities by which the church hall contributes to local life have not been possible for much of the year, though the hall continues to be well maintained, ready for normal use to begin again when possible.

### **Serving the local community and the wider world**

In February, we held a quiz night – always a popular local event – and in early March many church members contributed to ‘Party Pieces’, raising funds for the Sierra Leone link. Both events were held in the village hall, with little inkling that these would be some of the only local events possible during the year. The Lunch Bunch group which supports local parents and toddlers was unable to hold its normal meetings for most of the year, but with the loosening of restrictions in the summer was able to host outdoor picnics for these families during the good weather.

Church members collected shopping and prescriptions for the more vulnerable in the community, though a high proportion of our members were themselves vulnerable to serious illness, so our ability to help in these practical ways was limited. Throughout the year, church members have contributed generously to appeals for the food bank run by the local Family Support Work social worker for needy families in the Haywards Heath area, and to a similar appeal for Christmas gifts, and we are grateful to Anne Martin for co-ordinating these contributions at a time when they have been particularly needed.

Church members have continued to be active in their support for the education of children in our link parish of Aberdeen, Sierra Leone, and have maintained contact with the community there as they have also navigated this challenging period.

## Summary

During a year of change and uncertainty, Wivelsfield Church has continued to serve the wider community in a variety of ways, inspired by the Christian faith which we are called to proclaim in word and deed with those around us and to pass on to future generations. This has happened in spite of the curtailment of many of our normal activities and our need to re-think so much of what we usually take for granted. Many of the usual sources of income have also been seriously affected, particularly hall rentals, fund-raising activities, church collections and fees, and it is only through the generous regular giving of our members and supporters that we have been able to pay the full costs of our ministry and our share of the central costs of the Diocese, continue our ministries of worship and teaching and contributing to wider society, and we are grateful to all who have given of their time, money and talent to make this possible.

## Financial Review

The majority of the parish's income comes from the voluntary giving of members of the parish, and we are very grateful for the generosity of so many people, which makes our work and activities possible. This is supplemented by wedding and funeral fees, collections at special services, fundraising events and the income from our Church Hall and Flat.

Our income was significantly impacted during 2020 due to the health crisis. With limited attendance in church donations through pew envelopes and cash collections were particularly impacted but the PCC wishes to express their thanks to all who were able to make donations to sustain our church throughout the year, often using methods of giving that they hadn't used before.

After the very successful quiz at the start of the year our normal fund raising activities were largely curtailed but thanks are due to all those who found ways to raise much needed funds for the church and the support of those who gave donations to support virtual events. Income from hiring the church hall was also substantially reduced due to the various restrictions as were PCC fees with the restrictions placed on weddings.

Each Parish in Chichester Diocese is expected to endeavour to meet in full (in addition to its local expenditure) the costs of providing ministry for it, and a proportion of the central costs of the Diocese. These costs as they relate to our parish totalled £74,035 in 2020, and we were able to fully meet these costs. For 2021, the PCC has committed to pay 100% of the Deanery allocation, which is £74,300.

The PCC exercised very tight control over the items of expenditure it could influence. For example heating and lighting costs were lower with limited use of the church building and church hall and as we were unable to hold Cafe Church services after March we avoided some Village Hall hire fees.

We were very fortunate to receive several significant legacies in 2020. Without the inclusion of income from these legacies the income received in 2020 fell short of expenditure by just under £7,000 as detailed in the accompanying accounts.



## Charities

In 2019 £5,000 of our income was set aside at the end of the year to support charities which share our aims. This sum was distributed during 2020 as follows:

	£
Local Welfare Fund	535.00
Local Churches	240.00
Christian Aid	500.00
Crawley Open House	290.00
Emmaus UK	290.00
FSW	290.00
Tear Fund	250.00
St Peter and St James Hospice	290.00
Kent, Sussex and Surrey Air	
Ambulance	290.00
Impact Foundation	320.00
World Land Trust	310.00
Chailey Heritage	460.00
Dementia UK	280.00
Mid Sussex Parkinson's	280.00
Street Paws	175.00
Wivelsfield Community Club	200.00
	<u>5000.00</u>

During 2020 following collections in church donations were made to the British Red Cross Australia Appeal of £266 and to Christian aid of £244.

## Church Hall

Year	Costs Incurred	Donations Received	Income*	Debt
2013	-	76,582	-	
2014	(35,945)	76,072	-	
2015	(231,375)	13,259	-	
2016	-	5,060	10,030	
2017	-	4,375	11,648	
2018	-	26,095	13,919	
2019		793	12,907	
<b>2020</b>		<b>280</b>	<b>6,300</b>	
<b>Total</b>	<b>(267,320)</b>	<b>202,236</b>	<b>48,504</b>	<b>(10,000)</b>

\* Income, net of expenses, from the Hall has been used to pay debt from 2016 onwards.

Of the original debt we have a single interest free loan outstanding at the 31st December 2020 of £10,000 which was provided by a parishioner. The PCC has agreed from 2020 onwards to set aside £2000 each year to provide for the repayment of this loan. This loan is due for repayment in March 2025.

## **Income from Legacies**

From time to time the PCC receives legacies, sometimes for expenditure on particular purposes defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. During 2020 we were very fortunate to receive legacies from the estates of Brian High £52,854.70, Donald Scobbie, £2,000 and Martin Richards, £10,000. The PCC has agreed to use a substantial part of the legacy from Brian High to fund the various aspects of maintenance required to the church identified in the most recent Quinquennial Report produced by the Church Architect including the work to the South porch . It is expected that this work will be undertaken during 2021. A further £586 of this legacy has been used to meet half of the cost of new bell ropes with the remaining part of the cost donated by a church member. Money from these legacies will also be used to pay the balance of costs associated with the installation of a phone connection to provide a broadband capability in church following an appeal for donations which raised £1031.25 including Gift Aid.

## **Why we hold some money in reserve**

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to at least three months' worth of unrestricted payments as contingency against unforeseen situations. This year's adjusted closing balance of £95,043 meets this requirement.

It is PCC policy to invest balances of funds with the CBF Church of England deposit fund and the CAF Gold Deposit Account.



## Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### *Ex Officio members*

Incumbent:	The Revd Christopher Powell	Chairman
Reader:	Mr David White	
Wardens:	Mrs Paula Wood	Vice Chairman
Assistant Warden	Mr Colin Holden	Joined November 2020
Treasurer	Mr Steve Onions	

### *Elected Members*

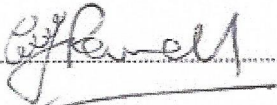
Mrs Anne Martin	
Mr Rupert Meredith-Jones	To March 2020
Mr Roger Whyatt	
Mrs Alison Arnold	
Mrs Lesley Wale	
Mr Andy Burch	
Mrs Stephanie Inglesfield	

### *Deanery Synod*

Mr Geoff Martin
Mrs Anne Martin

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent and lay reader licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and nine members of the church who are elected at the Annual Parochial Church Meeting (APCM). Church Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Christopher Powell, PCC Chairman

  
Date 19/3/21

# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Peter and St John the Baptist, Wivelsfield

St Peter and St John the Baptist Church, Church Lane, Wivelsfield RH17 7RD

Registered Charity no. 1130751

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**For the year ended 31st December 2020**

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# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Statement of Financial Activities

The financial effect of our activities during the year can be summarised as follows

	Unrestricted Fund	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies	135,544	12,548	148,092	86,594	
Charitable activities	4,957	-	4,957	5,721	
Other trading activities	14,540	753	15,293	27,150	
Investments	413	-	413	469	
Other receipts	1,000	-	1,000	-	
<b>Total income</b>	<b>156,454</b>	<b>13,301</b>	<b>169,755</b>	<b>119,934</b>	<b>2</b>
<b>Expenditure on:</b>					
Raising funds	177		177	166	
Charitable activities	94,187	6,893	101,080	109,885	
Other trading activities	2,895	-	2,895	4,996	
Other expenditure	-	-	-	-	
<b>Total expenditure</b>	<b>97,260</b>	<b>6,893</b>	<b>104,153</b>	<b>115,050</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>59,194</b>	<b>6,408</b>	<b>65,602</b>	<b>4,884</b>	
Transfers between funds	411	(411)	-	-	
	59,605	5,997	65,602	4,884	
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	
Other gains/(losses)	-	-	-	-	
<i>Reconciliation of funds:</i>					
<b>Net movement in funds</b>	<b>59,605</b>	<b>5,997</b>	<b>65,602</b>	<b>4,884</b>	
Total funds brought forward	310,438	51,582	362,020	353,867	
<b>Total funds carried forward</b>	<b>370,043</b>	<b>57,579</b>	<b>427,622</b>	<b>358,751</b>	

# St Peter and St John the Baptist Church, Wivelsfield

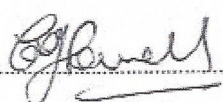
registered charity number 1130751

## Balance Sheet

Our financial position and summary of funds at the year end were

	Total Funds 2020	Total Funds 2019	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	275,655	275,872	
Heritage assets	-	-	
Endowed investments	-	-	
<b>Total fixed assets</b>	<b>275,655</b>	<b>275,872</b>	<b>7</b>
Stocks	-	-	
Debtors	6,065	2,227	9
Investments	-	-	
Cash at bank and in hand	157,733	98,649	
<b>Total current assets</b>	<b>163,798</b>	<b>100,876</b>	
Creditors: Amounts falling due within one year	(1,831)	(7,997)	10
<b>Net current assets or (liabilities)</b>	<b>161,967</b>	<b>92,879</b>	
<b>Total assets less current liabilities</b>	<b>437,622</b>	<b>368,751</b>	
Creditors: Amounts falling due after more than one year	(10,000)	(10,000)	11
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>427,622</b>	<b>358,751</b>	
<b>The funds of the charity:</b>			
Endowment funds	-	-	
Restricted funds	57,579	51,982	
Unrestricted funds	370,043	307,169	
Revaluation reserve	-	-	
<b>Total unrestricted funds</b>	<b>370,043</b>	<b>307,169</b>	
<b>Total charity funds</b>	<b>427,622</b>	<b>358,751</b>	

This Financial Report for the year ended 31st December 2020, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Christopher Powell, PCC Chairman:



Date 19/3/21



# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

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### 1 Accounting policies

#### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2016) Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments 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 affiliation to another body, nor those which are informal gatherings of church members.

#### Funds accounting

Funds held by the PCC are:

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

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) 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 the year is carried forward as a balance on that fund.

*Endowment funds* - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment. The Chichester Diocese holds the Chancel Trust.

#### Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when received.

#### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable, including numbered envelopes, pew envelopes, standing orders and Parish giving Scheme*, is recognised when received.

*Gift aid recovered* is recognised when the respective claim has been recognised by HMRC except donations via the Parish Giving Scheme which is recognised on receipt.

*Grants and legacies* are recognised when the funds are received.

#### Charitable activities

Statutory fees for weddings and funerals are recognised when received.

#### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of tickets for an event in the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the event has taken place.

Sales of magazines and study notes are recognised when received.

Rents from property and Church Hall hire fees are recognised in accordance with the rental /hire agreements, when receipt is probable.

#### Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

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### All other income

All other income is recognised in accordance with the above overall policy.

### Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at the end of the financial year for which the accounts are being prepared.

### Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### Grants

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

### Church activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

### Fixed assets

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements.

All expenditure on consecrated or beneficed buildings, the Church Hall and moveable furnishings are written off in the year they were incurred.

#### *Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. Non-moveable furnishings installed in the vicarage have also been capitalised and will be depreciated over their useful life.

Office and audio visual equipment and Vicarage furnishings are depreciated at 25% on a reducing balance basis.

#### *Property*

The Church Hall is classified as an unrestricted fixed asset. The Church Hall has been valued by Pindars Professional & Consultancy Services Limited and revaluations are due to take place every 5 years and a revaluation was due for the year ended 31st December 2019. However the PCC resolved not to seek a revaluation at that time to avoid the cost associated with obtaining a revaluation as property prices were not considered to have changed significantly over the period since the last valuation.

### Investments

Investments are stated at market value at the balance sheet date.

### Current Assets

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

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



# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

### 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
Planned giving (excl. tax refunds)	48,934	7,364	56,298	57,738	
Planned giving (no tax refunds)	2,231	843	3,074	3,850	
Loose cash collections	516	-	516	4,393	
Summer fete	-	-	-	160	
Other Fund Raising	4,385	-	4,385	1,721	
Other Special appeals	-	-	-	687	
Gift Aid recoverable	12,873	1,841	14,714	15,545	
Legacies	64,855	-	64,855	-	
Grants	-	2,500	2,500	2,500	
Chancel Trust	254		254		15
HMRC Furlough Scheme	1,496		1,496		
<b>Donations and legacies</b>	<b>£135,544</b>	<b>£12,548</b>	<b>£148,092</b>	<b>£86,594</b>	
Fees for weddings & funerals	4,957	-	4,957	5,721	
<b>Charitable activities</b>	<b>£4,957</b>	<b>-</b>	<b>£4,957</b>	<b>£5,721</b>	
Summer fete	-	-	-	3,553	
Other Fund Raising	1,134	753	1,887	5,154	
Sales of the parish magazine	-	-	-	503	
Rent from letting of Church Hall Flat	10,025	-	10,025	5,863	
Church Hall hiring fees	3,381	-	3,381	11,013	
Magazine advertisement fees	-	-	-	1,042	
Church History Guide sales	-	-	-	22	
JAM Events	-	-	-	-	
<b>Other trading activities</b>	<b>£14,540</b>	<b>753</b>	<b>£15,293</b>	<b>£27,150</b>	
Bank & CBF deposit interest	413	-	413	469	
<b>Investments</b>	<b>£413</b>	<b>-</b>	<b>£413</b>	<b>£469</b>	
Other receipts	1,000	-	1,000	-	14
<b>Total income and endowments on all funds</b>	<b>£156,454</b>	<b>£13,301</b>	<b>£169,755</b>	<b>£119,934</b>	



# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

### 3 Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
Stewardship costs	177	-	177	166	
Other fundraising costs	-	-	-	-	
<b>Cost of raising funds</b>	<b>£177</b>	<b>-</b>	<b>£177</b>	<b>£166</b>	
Charitable grants and donations	509	1,053	1,562	8,702	4
Mission & evangelism costs	401		401	1,103	
Diocesan parish share	74,035		74,035	71,883	
Church Insurance	1,953		1,953	1,681	
Ministry costs including Clergy and other people's expenses	5,983		5,983	5,728	6
Salaries and honoraria incl NI	5,540		5,540	8,954	5
Upkeep of services	1,703		1,703	1,478	
Church running costs	1,225		1,225	2,060	
Children's Ministry	127		127	707	
Church maintenance and repair	2,111		2,111	1,343	
Upkeep of churchyard	-	5,840	5,840	5,601	
Miscellaneous	322		322	297	
Bank charges	60		60	60	
Depreciation	217		217	291	7
Governance	-	-	-	-	
<b>Cost of charitable activities</b>	<b>£94,187</b>	<b>£6,893</b>	<b>£101,080</b>	<b>£109,888</b>	
Fund raising costs	-	-	-	-	
Church hall running costs	2,895	-	2,895	3,969	
Parish magazine costs	-	-	-	1,027	
Other trading costs	-	-	-	-	
<b>Cost of other trading activities</b>	<b>£2,895</b>	<b>-</b>	<b>£2,895</b>	<b>£4,996</b>	
<b>Total expended on all funds</b>	<b>£97,260</b>	<b>£6,893</b>	<b>£104,153</b>	<b>£115,050</b>	

# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

### 4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
<b>Home</b>					
Children's Society	-	-	-	180	
Charitable Donations fund	-	-	-	5,000	
Crawley Open House	-	-	-	332	
Christmas Lunch Fund	-	93	93	619	
Children In Need (Curry & Bingo evening)	-	-	-	81	
Christian Aid	244	-	244	-	
<b>Overseas</b>					
Sierra Leone Harvest Collection	-	-	-	86	
Sierra Leone	-	960	960	2,290	
DEC Cyclone Appeal	-	-	-	114	
British Red Cross Australia Appeal	266	-	266	-	
Sierra Leone Travel costs	-	-	-	-	
	<b>509</b>	<b>1,053</b>	<b>1,562</b>	<b>8,702</b>	

### 5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
<b>Remuneration</b>					
Wages and salaries	5,540	-	5,540	8,954	
Employer social security costs	-	-	-	-	
Employer pension costs	-	-	-	-	
	<b>5,540</b>	<b>-</b>	<b>5,540</b>	<b>8,954</b>	

Note: The sum of £1,496 was claimed under the Government's Furlough Scheme with this income shown in Note 2 Analysis of income and endowments.

### 6 Payments to PCC members

During the year ended the 31st December 2020 one trustee was reimbursed for expenses relating to travel, phone costs and stationery amounting to £826. The Rates (Council Tax) paid in respect of the Vicarage amounted to £3,409 and water charges £894.

No PCC members received any remuneration from the PCC during the year.



# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

### 7 Fixed assets

#### Tangible fixed assets

	Freehold land and buildings	Vicarage Furnishings	Video & Office equipment	Total fixed assets	Notes
	£	£	£	£	
<b>Cost or valuation</b>					
At 1 January 2020	275,000	1,700	1,055	<b>277,755</b>	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2020	<b>275,000</b>	<b>1,700</b>	<b>1,055</b>	<b>277,755</b>	
<b>Depreciation</b>					
At 1 January 2020	-	(1,162)	(721)	(1,884)	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Charge for Year	-	(134)	(83)	(217)	
At 31 December 2020	-	<b>(1,296)</b>	<b>(804)</b>	<b>(2,101)</b>	
<b>Net book amounts</b>					
At 31 December 2020	<b>275,000</b>	<b>404</b>	<b>251</b>	<b>275,655</b>	
At 31 December 2019	275,000	538	334	275,872	

The freehold land and buildings comprise the Church Hall, including Flat 1, in Church Lane, Wivelsfield. The Church Hall is classified as an unrestricted fixed asset. The Church Hall has been valued by Pindars Professional & Consultancy Services Limited and revaluations are due to take place every 5 years and a revaluation was due for the year ended 31st December 2019. However the PCC resolved not to seek a revaluation at that time to avoid the cost associated with obtaining a revaluation as property prices were not considered to have changed significantly over the period since the last valuation.

# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

### 8 Net assets by fund

#### Analysis of net assets by fund

	Unrestricted Funds	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
Fixed assets for church use	275,655	-	275,655	275,872	
Current assets (except cash)	5,560	505	6,065	2,227	
Cash at bank and on deposit	100,659	57,074	157,733	98,649	
Current liabilities	(1,831)	-	(1,831)	(7,997)	
Long term liabilities	(10,000)	-	(10,000)	(10,000)	
	<b>£370,043</b>	<b>£57,579</b>	<b>£427,622</b>	<b>£358,751</b>	

### 9 Debtors

	Unrestricted Funds	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
Income tax recoverable	1,635	505	2,140	2,227	
Prepayments and accrued income	402	-	402	-	
Other debtors	3,523	-	3,523	-	15
	<b>£5,560</b>	<b>£505</b>	<b>£6,065</b>	<b>£2,227</b>	

### 10 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	231	-	231	220	
Other creditors	1,601	-	1,601	7,777	
	<b>£1,831</b>	<b>-</b>	<b>£1,831</b>	<b>£7,997</b>	



# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

### 11 Creditors: amounts falling due after one year

	Unrestricted Funds	Restricted Fund/s	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	
Deferred income	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	
Other creditors	10,000	-	10,000	10,000	
	£10,000	-	£10,000	£10,000	

### 12 Comparatives for the statement of financial activities - previous year figures

	Unrestricted Fund	Restricted Fund/s	Total Funds 2019	Notes
	£	£	£	
<b>Income and endowments from:</b>				
Donations and legacies	70,908	15,686	86,594	
Charitable activities	5,721	-	5,721	
Other trading activities	27,150	-	27,150	
Investments	469	-	469	
Other receipts	-	-	-	
<b>Total income</b>	<b>104,248</b>	<b>15,686</b>	<b>119,934</b>	
<b>Expenditure on:</b>				
Raising funds	166		166	
Charitable activities	100,585	9,303	109,888	
Other trading activities	4,996	-	4,996	
Other expenditure				
<b>Total expenditure</b>	<b>105,747</b>	<b>9,303</b>	<b>115,050</b>	
Net gains (or losses) on investments	-			
<b>Net income or (net expenditure)</b>	<b>(1,499)</b>	<b>6,383</b>	<b>4,884</b>	
<b>Transfers between funds</b>	793	(793)	-	
	(706)	5,590	4,884	
<b>Other recognised gains/(losses):</b>				
Gains/(losses) on revaluation of fixed assets	-			
Other gains/(losses)				
Accumulated Chancel Trust Fund	3,269		3,269	15
Reconciliation of funds:	-	-	-	
<b>Net movement in funds</b>	<b>2,563</b>	<b>5,590</b>	<b>8,153</b>	
Total funds brought forward	307,875	45,992	353,867	
<b>Total funds carried forward</b>	<b>310,438</b>	<b>51,582</b>	<b>362,020</b>	

# St Peter and St John the Baptist Church, Wivelsfield

registered charity number 1130751

## Notes to the Financial Report

### 13 Statement of funds

#### Explanation of funds

**Endowed funds** are required by the donors to be invested and the income spent on specific objectives

We do not have any endowed funds.

**Restricted funds** are not invested permanently but are to be spent within reasonable timescales

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides

#### Summary of all funds

Fund income and expenditure and final balances are as follows:

		Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
		£	£	£	£	£
Friends of Wivelsfield Church Yard	(a)	19,192	8,905	(5,840)	-	22,257
Christmas Lunch fund		3,878	255	(93)		4,040
Fabric fund	(e)	1,913	88	-	-	2,001
Organ Fund		1,820	87	-	-	1,907
Sierra Leone Main fund	(b)	18,661	1,659	(960)		19,360
Sierra Leone Travel fund		4,266	653	-	-	4,919
Bell fund		4	-	-	(4)	0
Youth Club fund		685	243	-		928
Children's Ministry fund		1,163	-		(127)	1,036
Church Hall Refurbishment Fund	(c)	-	280	-	(280)	-
Choir Fund		-	100	-	-	100
Internet Connection		-	1,031			1,031
<b>Total of all restricted funds</b>		<b>51,582</b>	<b>13,301</b>	<b>(6,893)</b>	<b>(411)</b>	<b>57,579</b>
General fund	(d)	284,447	84,299	(97,260)	5,698	277,184
Designated Funds						
Fabric fund	(e)	10,069			-	10,069
Joy Lawrence fund (Mission)		15,922	-		(401)	15,521
B High Fund	(f)		52,855		(586)	52,269
M Richards Fund	(f)		10,000			10,000
D Scobbie Fund	(f)		2,000			2,000
Good Samaritan Fund			1,000			1,000
Church Hall Income	(g)	-	6,300		(6,300)	-
Hall Loan Repayment fund					2,000	2,000
<b>Total of all unrestricted funds</b>		<b>310,438</b>	<b>156,454</b>	<b>(97,260)</b>	<b>411</b>	<b>370,043</b>
<b>Total funds</b>		<b>£362,020</b>	<b>£169,755</b>	<b>£(104,153)</b>	<b>£0</b>	<b>£427,622</b>



(a) Routine expenditure was incurred on maintaining the churchyard. A grant of £2,500 was received from Wivelsfield Parish Council.

(b) Donations have been made in respect of educational sponsorship although the payment in respect of the 2020/21 academic year was not paid until January 2021. Postage costs were incurred in respect of a number of parcels sent to Sierra Leone containing various supplies. In addition bible study booklets were purchased and sent to St Matthews.

(c) The hall is regularly used for both church activities and a significant number of casual users from the local community with a broad range of activities taking place producing regular hire fee income. However the health crisis has disrupted this income in 2020. The flat has been let throughout the year.. The hall renovation and conversion costs were largely met by donations with the shortfall funded through a combination of interest free loans and church funds. The outstanding debt of £16,580 brought forward has been reduced through further donations of £280 and surplus income generated by the hall of £6,300. The debt as at 31st December 2019 required to be repaid for the hall is £10,000 made up of a single interest free loan due for repayment in 2025.

(d) The General Fund includes the value of the Church Hall

(e) The Fabric Funds have not been utilised in 2020. The restricted Fabric Fund is only available for repairs to the church. The designated Fabric Fund may be used for repairs to the church and church hall.

(f) The church was fortunate to receive a number of legacies during 2020. The PCC has agreed to use a part of the legacy from Brian High to carry out various repairs to the church identified during the most recent Quinquennial undertaken by the Church Architect. A sum of £586 was also used towards the cost of replacing the bell ropes. The PCC has also agreed to use some of the money from the legacies received to help pay for the installation of a phone line in church to provide an internet connection to support online services.

(g) The PCC resolved to treat the income derived from the Church Hall as designated to repay the debt associated with the renovation and conversion project. See note (c).

## **14 Other Receipts**

In 2019 as a part of our charitable giving £1,000 was allocated to a fund administered by the Vicar to provide support to members of the local community who found themselves in difficulty and this was held as a Creditor in the church accounts. None of this fund was called upon in 2020 and to give greater visibility the money has been removed as a Creditor and is recorded as "Other Income". The sum of £1,000 has been transferred into a newly created designated fund called the Good Samaritan Fund.

## **15 Chancel Trust and income grant**

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments.

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £254.27 (2019 £258.21)

The PCC decided to transfer the Restricted grant to General Fund to replenish that fund for the cost of Chancel insurance.

Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £3523.12 at 31st December 2020 (2019 £3268.88).

# Independent Examiner's Report to the PCC of St Peter and St John the Baptist Church, Wivelsfield for the Year Ended 31<sup>st</sup> December, 2020

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Peter and St John the Baptist, Wivelsfield, on the annual report for the year ended 31<sup>st</sup> December 2020 set out on pages 6 to 18.

## Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

## Basis of independent examiner's statement

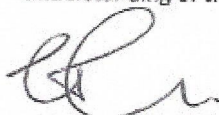
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a. to keep accounting records in accordance with section 130 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

## Examiner's signature



## Examiner's name CAPITALS

GEOFFREY PERKINS

## Date

16 MARCH 2021

## Relevant professional qualification(s) or body if any

## Examiner's address

15, Greenhill Park, Haywards Heath, West Sussex, RH 17 7SW