

St Mary's Church Garforth

Registered Charity Number 1130765

**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31st December 2021**

Incumbent

Reverend J Brown
The Rectory
Church Lane
Garforth

Bank

Barclays Bank
Albion Street
Leeds

Investment Managers

CCLA Investment Management Ltd
The CBF Church of England Funds
80 Cheapside
London EC2V 6DZ

Independent Examiner

Mr David Norman

Parochial Church Council of St Mary the Virgin, Garforth

Aim and Purposes

As a Church of England church we have the aim: 'To promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. St. Mary's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, The Reverend Jane Brown, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church and Parish Centre of St Mary the Virgin, Garforth.

Objectives and Activities

Our Mission Statement is:

To know God, to love God and to share God, through Jesus Christ.

The PCC is committed to growing as a church, in numbers, spiritual depth and in service to our local community. We aim to encourage and enable as many people as possible to know the love of Christ, to worship at our church and to become part of our parish community at St. Mary's. The PCC maintains an overview of the life of the church, from worship to discipleship and service.

Our worship and life together seek to put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and in particular the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to come to faith, grow in faith and live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Outreach and service of the community, especially those in times of need.

To facilitate this work, it is important that we maintain the fabric of the Church and the Parish Centre.

Rector's Report 2021

The impact of the pandemic has been prolonged, and we are still living in its shadow. Yet 2021 has been a time of learning and spiritual growth for St Mary's.

Adapting and Emerging

After the third national lockdown, it was Easter Day 2021, before we returned to regular services in Church, but restrictions continued to affect various aspects of Church life. We have had to think on our feet. As a PCC, we have been clear that keeping people safe is crucial. If anything, we have erred on the side of caution as we move forward with any changes to our practices relating to COVID and we are confident that this was the right approach.

Despite the pressures, we have continued to worship faithfully as a community, whether at home, together over the phone, online or physically together in Church. Many people have found that their worship life has been enriched by the variety.

Serving our Community through Baptisms, Weddings and Funerals

Baptisms resumed on Sunday 23rd May, and we continued to be busy, baptising lots of toddlers, who had missed the chance to be baptised earlier.

Our first wedding of the year took place on 8th May, with 15 people in attendance and social distancing in place. Thankfully, the remainder took place after 21st June, when restrictions were eased.

It was also not until June, that the restrictions around funerals were lifted, though right through 2021 funerals continued to be smaller than might have been expected otherwise.

Supporting the most isolated and the most needy

As a Church, we minister to people who are grieving or who are in any kind of difficulty. During the pandemic, we have seen many more people in need and been aware that many have had their grief or struggles heightened by the isolation of the pandemic. Many have looked to us for a wide range of practical, emotional and spiritual support.

In 2021, we have continued to actively encourage and collect donations for our local Food Bank and for refugees within the area, and to fundraise for other groups.

From the summer of 2021, we were able to open Church every day for individual prayer. Our willing team of supervisors had served us extremely well through the pandemic, but it was good to release them of this responsibility and to be open for longer hours – 9am to 3pm Monday to Saturday and for services on Sunday. It is evident that many people come into Church to pray or in search of somewhere quiet to ease their grief and pain.

Supporting our own Church family

Many of our Church family have been unable to attend Church, due to vulnerability to COVID, illness or frailty. We continue to support them through our Pastoral Care Team, telephone support volunteers and provision of resources for use at home.

Worship

Having adapted our service pattern to suit the pandemic, we realised that we could not just return to worship at it was before. Online services and phone-in services were now part of our offer and the Parochial Church Council (PCC) members were committed to retaining both even once restrictions lifted completely. Accepting that some people cannot attend Church for a variety of practical reasons, we committed to retaining at least one online service each week (usually Night Prayer on Wednesdays) and a phone-in service every Sunday. These continue.

Our range of worship now offers something for everyone, of any age, tradition, or preference.

During 2021, we were able to hold several services, themed around specific issues: Christian Aid; Thy Kingdom Come; Bible Sunday; Climate Change (COP26 Conference); Remembrance; Generosity; and Gender-based Violence. We also held a Harvest and Thank you Service on 3rd Oct, to honour and thank some of our Church members who had stepped down from key roles.

Worship at Home and Discipleship

We continued to offer a wide range of worship resources for people (including families) to use at home. Around 50 people received hard copies, whilst others can access resources online. Seasonal booklets were offered for Lent, Holy Week, Easter, Ordinary Time, Advent, Christmas and Epiphany, along with other seasonal resources.

The pandemic has had an unexpected benefit, for some, as a result of the increased focus on our spiritual practices at home and has also led a number of people to approach us wishing to explore faith. Some have joined us in Church, others are still exploring with us, but we ended 2021 looking forward to what 2022 may have in store for us and them.

Welcome and Hospitality

From the seeds of discussions prior to the pandemic, and our learning and experience since, a clearer picture of our specific mission emerged.

The essence of that vision is welcome and hospitality. Aware of the extreme isolation and consequent mental health issues, we decided to offer a safe space for people to come and meet together. And so we saw the development of our Welcome Café – initially a trial, but soon becoming part of the fabric of Church life and our outreach to the community. It has become part of the Place of Welcome initiative. We are keen to expand it....

More broadly, the break from routines, has altered so much about the culture of St Mary's and, whilst we were already quite a welcoming Church, an enhanced enthusiasm for welcome has emerged.

Communications and Information Technology

The sudden requirement to engage with technology on a much larger scale continues to present challenges. Service leaders have had to learn new skills and the preparation involved in services has become much lengthier. But, on balance, we have managed well within the constraints of our available equipment. We ended 2021 looking forward to improvements to our sound and vision systems in 2022.

Our Team

We are blessed by the skills and dedication of our Parochial Church Council and our two Churchwardens. The last two years have demanded a great deal of them; they have had to consider and make decisions about issues they might never have foreseen. They have done so with care and a real concern to do what is best for the most vulnerable, as well as for the wider mission of the Church.

Similarly, we are blessed by all who lead us in worship – our Licensed Lay Ministers and our Curate, who was ordained priest in June.

And, as ever, we rely on so many different volunteers to keep the work of the Church going. Some hold very visible roles, others are hidden behind the scenes, but each is vital and much appreciated. Thank you to you all.

Conclusion

Overall, St Mary's is emerging well from all that the last two years have thrown at us. Most importantly, we have kept Christ at the centre.

We ended 2021 with most of our Church community having returned to Church worship and activities in person. We had also welcomed several new people into our community.

We are not returning to 'normal', rather we are creating a new way to be Church. Society has changed. Church has changed. We have changed.

Now is a time for us to look ahead with confidence and with our eyes firmly fixed on the mission of Christ and our role in it here in Garforth.

Revd Jane Brown

Secretary Report 2021

In 2021 the PCC continued to meet via Zoom video and met on 7 occasions, twice in January, March, May, July, September, and November. The task groups continued to meet between the main council meetings, and reports on finance, fabric & maintenance, pastoral and safeguarding continued to be provided to the PCC for consideration and enactment, where necessary. The first January meeting was an emergency meeting to discuss the provision of public worship following the national lockdown whilst at the main January meeting, the PCC adopted a Code of Conduct for all Council members and also considered our strategic priorities and

plans for the upper room of the Parish Centre. At the March meeting council members discussed a roadmap for coming out of lockdown together with revised proposals for modernising the parish centre to make it a better space for our mission priorities.

At the May meeting council members continued to discuss the way forward out of lockdown in relation to occasional offices and our future pattern of worship and services. In addition, council members continued to discuss the revised proposals for the Parish Centre.

At the November meeting Council members considered the issue of Climate Change and how we could look to reduce our carbon footprint.

2021 PCC membership.

Incumbent: Rev J Brown Chairman

Curate : Revd J Brennan

Readers: Miss A Doney - Treasurer/Stewardship Secretary

Representatives on the Deanery Synod

Mr N Hampshire

Mr G Williams - Secretary/Electoral Roll Officer

Church Wardens:

Miss A Ball

Mrs A Hampshire

Elected Members:

Mrs A Payne

Mrs F Jones

Mrs J Harrison

Mrs J Smith (until 29 March 2021)

Mrs M Pratt

Mrs P Kilbane

Mrs P Wood

Mr M Norman

Financial Review 2021

Total receipts on unrestricted funds were £81596 of which £52914 was unrestricted planned giving, and a further £11,076 was from Gift Aid. Restricted income of £5,140 were also received and are detailed in the Financial Statements. The planned giving through envelopes and banker's orders is net 85 same as 2020. Envelopes and standing orders contributed to 68.87% of Parish Share an increase of 1.9% compared to 2020. Total income, including tax recovered but excluding Designated fund increase by £1839 compared with last year. 2021 has been another very difficult year we have again seen our income decrease because of Covid. The good news is that our giving as parishioners has increased by £1,483.. This is a great achievement and thank you to all who contributed. All our commitments were met in full, except for Parish Share only 65.08% of the requested figure was paid.

The net result for the year was a slight gain on receipts over payments of £776.

Church maintenance for the year was £9675, £ 7856 of this was for repairs to the roof and spire.

We have £43,579 in our designated legacy fund some of which we are planning to use to remodel the Parish Centre to further out mission and outreach in Garforth.

Reserves policy Unrestricted funds

It is the PCC policy to hold in reserves. The equivalent of three months unrestricted running costs of £8,000, excluding Parish Share. This is to cover any unexpected reduction in income or emergency situations that may arise.

Fabric fund

It is also our policy to hold an amount of £5,000 for any fabric related emergency and to aid remedial building works listed in the quinquennial inspection.

This reserve policy level will be reviewed annually. It is our policy to invest excess fund balances with the CCLA Church of England.

On behalf of the PCC

Reverend Jane Brown (Chair) Date

INDEPENDENT EXAMINER'S REPORT

TO THE PCC OF ST MARY'S
GARFORTH

This Report on the Accounts for the year ended 31 December 2021 , which are set out on the attached pages , is in respect of an examination carried out in accordance with the requirements of the Church Accounting Regulations 2006 and Section 145 of the Charities Act 2011.

My examination was carried out in accordance with the General Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act 2011 and to be found in the Church guidance, 2011 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and to comply with the requirements of the 2011 Act, as also contained in the Church Accounting Regulations 2006

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



Mr DM Norman
Accountant
3 Meadow Road,
Garforth LS25 2EN
06 April 2022

PAROCHIAL CHURCH COUNCIL OF ST MARY'S, GARFORTH
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st December 2021

INCOMING RESOURCES	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020
Donations and legacies	2(a)	71697	1000	5140	77837	125008
Income from Charitable activities	2(b)	5732			5732	3474
Other trading activities	2(c)	3972		858	4830	4599
Investments	2(d)	196		3	199	300
Insurance claims Other income	2(e)				0	3114
TOTAL INCOMING RESOURCES		81596	1000	6001	88598	136495
RESOURCES USED						
Expenditure on Charitable Activities	3(a)	68300		13413	81713	99849
Other Expenditure	3(b)	6052			6052	5659
Raising Funds	3(c)	57			57	249
TOTAL RESOURCES USED		74410	0	13413	87822	105757
NET INCOME/(expenditure)resources before transfers		7186	1000	(7412)	773	30738
Transfers						
Gross transfers between funds - in				1441	1441	5579
Gross transfers between funds - out		(1440)		(1)	-1441	(5579)
Gains & losses		671			671	301
NET MOVEMENT IN FUNDS		6416	1000	(5972)	1446	31039
RECONCILIATION OF FUNDS						
TOTAL FUNDS bought forward		119243	42579	14346	176168	145129
TOTAL FUNDS carried forward		125660	43579	8374	177614	176168

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

PAROCHIAL CHURCH COUNCIL OF ST MARY'S, GARFORTH
For the year ended 31st December 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible fixed assets	5(a)	91531	96916
Total fixed assets		91531	96916
CURRENT ASSETS			
Debtors & prepayments	6	3031	2005
Investment Assets	5(b)	6177	5505
Cash at bank and in hand		82654	74816
Total current assets		91862	82326
LIABILITIES:			
Creditors: Amounts falling due in one year		(5779)	(3074)
NET current asset less current liabilities		86083	79252
TOTAL assets less current liabilities		177614	176168
Represented by			
Unrestricted - General Funds		34129	22327
Fixed Assets		91531	96916
Designated - Legacy		43579	42579
Restricted - Fabric Fund		2793	7203
Restricted - Gift Day fund		2319	3173
Restricted - Mission		251	350
Restricted - Organ		3012	3619
Restricted - Boiler			1
		177614	176168

PAROCHIAL CHURCH COUNCIL OF ST MARY'S GARFORTH
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2021

1. ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with Church Accounting Regulations 2006 governing the individual accounting standards and the Statement of Recommended Practice, Accounting Reporting by Charities (SORP 2005)

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

Fund Accounting

Unrestricted funds are funds which are spent on the PCC's general purposes.

Restricted funds are designated by the donor for a particular purpose. The restricted are H & WP Organ fund, Fabric fund and Mission.

Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

1. The PCC becomes legally entitled to the benefit of use of the resources;
2. The ultimate receipt is virtually certain and
3. The monetary value can be measured with sufficient reliability

Fund-raising costs

Funds raised from events and sales of books are reported gross in the SOFA that is before any related costs that may have been deducted from the gross proceeds.

Grants and Donations

Grants and donations are included in the SOFA when any preconditions prevent their use by the PCC have been met. For collections and planned giving it is when the funds are received.

Gift Aid tax claims, etc on cash donations

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Gifts in kind

1. Gifts in kind are accounted for at a reasonable estimate of their value at the time of the gift to the PCC, if feasible, or else at the amount which is actually realised from their disposal.
2. Gifts in kind for sale to fund the PCC are included in the accounts at their estimated market value at the date of the gift, if feasible or else recognised when they are sold.
3. Gifts in kind for the PCC's own use are included in the SOFA as incoming resources when receivable and expended as and when they are consumed in use. Gifts of fixed assets, if material, are included in the balance sheet and expensed over the asset's useful economic life.

Donated services and facilities

These are included in incoming resources (and at the same time in resources expended) at the estimated value to the PCC of the service or facility received.

Volunteer help

The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.

Rental income

Rental income from the letting of the church and parish centre is recognised when the rental is due.

Investment Income

This is included in the accounts when receivable.

Investment gains and losses.

This included any gain or loss resulting from the revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES**Liability recognition**

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs

Include the cost of the preparation and examination of statutory accounts, the costs of trustee meetings and costs of any legal advice to the trustees on governance or constitutional matters.

Grant payable without performance conditions

These are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for the entitlement to the grant which remain in the control of the PCC.

ASSETS**Consecrated land and buildings and movable church furnishings**

Consecrated and beneficed property is excluded from the accounts by section 10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

Parish Centre

All costs of building the Parish Centre have been capitalised, depreciation will be on a straight-line basis over 40 years commencing in the first full year after completion of the building.

Other fixtures, fittings and office equipment

Equipment used within the church and parish centre is depreciated on a straight-line basis over 4 years, individual items of equipment with a purchase price of less than £1000 is written off when the asset is acquired.

Investments

Investments are valued at market value at 31st December

Current Assets

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

Short term deposits

Include cash held on deposit with the CBF Church of England Funds or at the bank.

Reserves Policy It is the PCC policy to hold in reserves. The equivalent of three months unrestricted running costs of £8,000, excluding Parish Share. This is to cover any unexpected reduction in income or emergency situations that may arise. It is also our policy to hold an amount of £5,000 for any fabric related emergency and to aid remedial building works listed in the quinquennial inspection.

This reserve policy level will be reviewed annually.

FUNDS**Unrestricted Funds**

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which therefore not included in its free reserves as disclosed in the trustees report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

It is our policy to invest all surplus funds in the CCLA Deposit fund.

PAROCHIAL CHURCH COUNCIL OF ST MARY'S, GARFORTH
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2021

2.INCOMING RESOURCES

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
Donations & Legacies	2(a)					
Other planned giving		52914		995	53909	52392
Loose plate collection		4038		231	4269	2000
Cash SCDS						73
Donations Appeals		3668		3099	6767	19887
Tax recoverable on gift aid		11076		16	11092	11516
Legacy			1000		1000	38226
Grants				799	799	914
TOTAL		71697	1000	5140	77836	125008
Charitable Activities						
Fees from crematorium						
Fee for weddings & funerals		5732			5732	3474
TOTAL		5732	0	0	5732	3474
Other Trading	2(b)					
Produce sales		115			115	
Light the spire		475			475	664
Tea & coffee other		886			886	214
Other funds generated		143		858	1001	415
Parish Centre Lettings		2353			2353	3306
TOTAL		3972	0	858	4830	4599
Insurance claim						
Other Income	2(e)					3114
Investments	2(c)					
Bank & Building society interest		196		3	199	300
		196	0	3	199	300
TOTAL INCOME		81596	1000	6001	88598	136495

PAROCHIAL CHURCH COUNCIL OF ST MARY'S, GARFORTH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31st December 2021

3.RESOURCES USED

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2021 £	FUNDS 2020 £
Charitable Activities	3(a)					
Missionary and Charitable giving						
Overseas:				500	500	200
Home				1625	1625	2685
Ministry: Parish Share	Historic Share Note 8	50000			50000	50000
clergy expenses		1129			1129	1109
curate expenses		319			319	173
other clergy costs		117			117	619
Education & Study Groups				621	621	115
Parish training & mission		35		76	111	287
Insurance		4161			4161	4119
Telephone & broadband		1331			1331	1591
Photocopier		1034			1034	854
Church misc		580		137	717	2772
Church maintenance				9675	9675	5203
Organ Maintenance				494	494	487
Cleaning					0	220
Salaries					0	10484
Upkeep of services		320			320	213
Administration		470		115	585	619
Visiting Organist						120
Electric		1311			1311	977
Gas		4692			4692	4489
Water		313			313	252
Magazine expenses						
Printing & Stationary		460		170	630	1271
IT equipment		824			824	10368
IT software		954			953	113
Bookstall costs						
CTIG					0	250
Choir						
Governance		250			250	250
TOTAL		68300	0	13413	81713	99849
Other Expenditure	3(b)					
Flowers		383			383	119
Depreciation		5385			5385	5385
Bank charges		284			284	154
TOTAL		6052		0	6052	5659
Raising Funds	3(c)					
Costs of fetes & other events		57			57	161
Costs of Stewardship					0	88
TOTAL		57		0	57	249
TOTAL RESOURCES USED		74410	0	13413	87822	105757

5 FIXED ASSETS FOR USE BY THE PCC

**Buildings Furniture & Fittings Total
2021**

5(a) Tangible fixed Assets

GROSS BOOK VALUE

At 1 January 2021	215386	17078	232464
Additions	0	0	0
At 31st December 2021	215386	17078	232464

DEPRECIATION

At 1 January 2021	(118470)	(17078)	(135548)
Additions	(5385)	0	(5385)
At 31st December 2021	(123855)	(17078)	(140933)

NET BOOK VALUE

At 1 January 2021	96916	0	96916
At 31st December 2021	91531	0	91531

5(b) Investments

Organ Fund 8% Treasury Stock - historical cost- £72.97p	105
Kilburn Trust 229 shares in the CBF's Investment fund - historical cost £211.46p	5362
House Sale 1450 shares in thr CBF's Investment fund - historical cost £433.30p	710
	<u>6177</u>

6 DEBTORS

	Unrestricted	Restricted	Designated	TOTAL
Income Tax Recoverable	1958			1958
Prepayments and accrued income	735	338		1073
Other Debtors				0
	<u>2693</u>	<u>338</u>	<u>0</u>	<u>3031</u>

7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted	Restricted	Designated	TOTAL
Accruals and deferred income	1465	4156		5621
Creditors for goods and services				
Other Creditors Agency fees	158			158
	<u>1623</u>	<u>4156</u>	<u>0</u>	<u>5779</u>

8 Parish Share

Historic Opening Balance	89436
Share unpaid this year	26827
Paid this year	
Write off By Diocese	
Closing Balance	<u>116263</u>