

**Annual Report of the Parochial Church Council of**  
**Holy Ascension, Upton by Chester**

**For the year ended 31<sup>st</sup> December 2020**



**Registered Charity Number: 1131069**

## **Revd Paul Newman**

What a strange year it has been for us all as we have had to make changes and accommodate living with Covid in our community. It's meant for us as a church that we have had to change the way that we run things. Lots of our Church groups have had to stop meeting or changed the way they are run with reduced numbers in attendance or via zoom. With this in mind it was decided at a PCC meeting that our Annual report for this year would be a shortened version, with no reports from any groups, this is not to say that the groups and its members have not been active in their support for each other. It's been very encouraging for me as the Vicar to hear all of the wonderful ways that people have found to support each other and the amount of phone calls, cards and little chocolate gifts and cakes that have always arrived just at the right time to keep the spirits up. I always find it amazing how God's timing always seems just right.

We have met as a PCC on Zoom which has meant that some of our members have not been able to join us, but we have tried to make sure that they are informed of what has been discussed and if decisions had to be voted on sought their opinions.

We have over the past year for most of it run our services on the digital format of 'Zoom', these being on a Sunday Morning at 10.00am and Wednesday evening at 8.00pm. The numbers on a Sunday morning have never dropped below 50 people meeting together and we have even had new people join.

As you will see, financially we have been able to meet our outgoings.

A big thankyou goes out to EVERYBODY who has enabled us to keep being the body of Christ, his church around Upton and the wider area, there are too many to mention here but thank you.

As I write this I am looking forward to the summer when all the adults will have had their vaccine and we hopefully will be able to get back to some normality.

## **Our stated purpose**

To be the people of God in this place, committed to Christ, to one another and to service in the community: Together we worship God with Joy and Love, with an openness to the renewal by the Holy Spirit.

## **Administrative Information**

Holy Ascension is in Church Lane, Upton, Chester and is part of the diocese of Chester within the Church of England.

Correspondence address is: The Parish Office, Holy Ascension Community Hall, Demage Lane, Chester, CH2 1EL

Incumbent: Revd Paul Newman

Curate: Revd Dave O'Brien

Reader Emeritus: Mrs Barbara Capstick

Parish Safeguarding Co-ordinator: Angela Blundell, [safeguarding@holyascension.org.uk](mailto:safeguarding@holyascension.org.uk)

Bank: Unity Trust Bank, Four Brindleyplace, Birmingham B1 2JB.

Independent examiner: John McIntock FCA FCCA

**The Parochial Church Council** of the Ecclesiastical Parish of Holy Ascension is a charity registered with the Charity Commission for England and Wales, charity registration number: 1131069.

When planning our activities for the year, the PCC gave consideration to the Charity Commission's guidance on public benefit and, in particular, the specific guidance to charities concerned with the advancement of religion.

The PCC is a body corporate and operates under the Parochial Church Councils Powers Measure 1956 and the Church Representation Rules 2020. The method of appointment of PCC members is set out in the Church Representation Rules. All church members are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC has 18 members and normally meets on the second Monday of each alternate month at the Vicarage.

Members of the PCC:

Elected: Colin Attwood, Graham Barley, Michael Curtis (Churchwarden), Rob Evans, Jane Eaton (resigned 6th September 2020), Colin Foden (Churchwarden), Sharon Forsdyke (appointed 6<sup>th</sup> September 2020), Vera Gerrard, Jean Machan, Sally Powell, Glenys Sherwin, Liz Squire, Sheila Taylor, Margaret Whaley.

Co-opted: Colin Bain.

Ex officio: Sue Burgess, Barbara Capstick, Paul Newman, Dave O'Brien.

### **Electoral Roll Report**

In line with Church Representation Rules, a new Electoral Roll was prepared in 2019.

In March 2020 there were 125 names on the roll.

*Jean May*

### **Fabric Report**

As a Church we are blessed with our buildings and we continue to look after these in a number of ways.

Overall our church is in good condition, there are a couple of areas that need some attention and we are in the process of getting some quotes for the work that is needed.

### **Finance**

The Receipts and Payments accounts for the year ended 31<sup>st</sup> December 2020 are set out at the end of the Annual Report.

#### **Unrestricted Fund**

Despite the exceptional circumstances during 2020 planned giving actually increased by £2,149 to £57,014. Several regular givers switched to donating by standing order which helped our cash flow during the year and the PCC would like to encourage more people to donate by standing order in the future.

As the church was closed for a significant period of time, collections at services were considerably down at £4,079, 41% of the 2019 total. This decrease in collections will adversely affect our cash flow in 2021 as it reduces the amount of Gift Aid we can claim under the Gift Aid Small Donations Scheme so it would be beneficial if more regular plate givers joined our planned giving scheme especially if they are taxpayers willing to sign Gift Aid forms.

During the year we received two legacies totalling £5,500 which helped our cash flow and we intend to look at ways of encouraging more people to leave a gift to the church in their wills in future.

In 2020 we again paid our Parish Share of £67,624 in full which together with the Finance Committee's decision on 7<sup>th</sup> February 2020 to write off our arrears means that we owed £nil at 31<sup>st</sup> December 2020. We would like to express our thanks to the Finance Committee for their decision.

The majority of other expenditure fell due to the reduction in church activities.

### Unrestricted Designated Funds

The Musical Tots designated fund was set up to ensure that the fees from the weekly sessions will cover any future costs associated with running the group.

The Hall fund represents money allocated by the PCC to pay for future improvement works on the community hall such as a new boiler and kitchen.

### Restricted Funds

The movements on restricted funds are set out in note 2 to the accounts.

### Reserves policy

It is the PCC policy to maintain a balance on unrestricted funds which equates to a level they consider necessary to meet forthcoming needs.

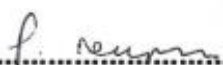
### Safeguarding

Holy Ascension takes its duty and obligation to protect all extremely seriously. We have adopted the national Church of England's robust procedures and guidelines.

You can find out more about the national policies and procedures at [www.churchofengland.org/safeguarding](http://www.churchofengland.org/safeguarding).

If you have any safeguarding concerns or issues of a safeguarding matter then you can find useful contact information at [www.chester.anglican.org/social-responsibility/safeguarding](http://www.chester.anglican.org/social-responsibility/safeguarding) or you can contact our parish safeguarding co-ordinator at [safeguarding@holyscension.org.uk](mailto:safeguarding@holyscension.org.uk)

**Approved by the PCC on 26<sup>th</sup> March 2021 and signed on their behalf by**

**Reverend Paul Newman (PCC Chairman)**.....

**The Parochial Church Council of the Ecclesiastical Parish of Holy Ascension, Upton-By-Chester**

**Receipts and Payments Accounts for the Year Ended 31<sup>st</sup> December 2020**

	Note	Unrestricted Fund	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
		£	£	£	£	£
<b><u>Receipts</u></b>						
<b>Voluntary receipts</b>						
Planned giving		57,014	-	320	57,334	55,168
Collections at services		4,079	-	80	4,159	10,800
Donations		585	-	7,625	8,210	1,471
Legacies		5,500	-	-	5,500	5,000
Gift Aid recovered		13,044	-	1,250	14,294	12,201
Grants received		4,857	-	2,007	6,864	-
Upton PCC Charitable Trust		-	-	-	-	7,530
		85,079	-	11,282	96,361	92,170
<b>Activities for generating funds</b>	3	524	-	-	524	5,252
<b>Church Activities</b>	4	17,622	407	1,508	19,537	37,755
<b>Investment Income</b>	5	2,269	-	-	2,269	900
<b>Total Receipts</b>		<b>£105,494</b>	<b>£407</b>	<b>£12,790</b>	<b>£118,691</b>	<b>£136,077</b>
<b><u>Payments</u></b>						
<b>Church activities</b>						
Parish Share		67,624	-	-	67,624	65,975
Fees remitted		4,199	-	-	4,199	5,828
Clergy and Staffing costs		2,568	-	6,441	9,009	13,924
Church costs	6	9,468	20	1,194	10,682	15,529
Vicarage costs		4,001	-	-	4,001	4,058
Hall running costs		9,840	-	-	9,840	11,064
Mission giving and donations		2,300	-	2,585	4,885	4,489
		100,000	20	10,220	110,240	120,867
<b>Cost of generating Funds</b>	7	250	-	-	250	2,779
<b>Investment purchases</b>		-	-	-	-	50,000
<b>Total payments</b>		<b>£100,250</b>	<b>£20</b>	<b>£10,220</b>	<b>£110,490</b>	<b>£173,646</b>
<b>Surplus of receipts over payments</b>		<b>5,244</b>	<b>387</b>	<b>2,570</b>	<b>8,201</b>	<b>(37,569)</b>
<b>Transfer between funds</b>		175	-	(175)	-	-
<b>Cash at bank and in hand</b>						
1 <sup>st</sup> January 2020		14,016	10,178	10,939	35,133	72,702
31 <sup>st</sup> December 2020		<b>£19,435</b>	<b>£10,565</b>	<b>£13,334</b>	<b>£43,334</b>	<b>£35,133</b>

Approved by the PCC on 26<sup>th</sup> March 2021 and signed on their behalf by:

Rev Paul Newman

*P. Newman*

Mr. Michael Richard Curtis

*Michael R Curtis*

**The Parochial Church Council of the Ecclesiastical Parish of Holy Ascension, Upton-By-Chester**

**Statement of Assets and Liabilities as at 31<sup>st</sup> December 2020**

	Unrestricted Fund	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
<b>Cash at bank and in hand</b>					
Lloyds Current Account	14,257	367	2,036	16,660	6,146
Unity Trust Bank - Current Account	2,858	1,050	341	4,249	4,658
Unity Trust Bank - Deposit Account	1,167	4,130	7,138	12,435	16,938
CCLA – Deposit Account	1,037	5,000	2,500	8,537	6,302
CCLA – Building in Faith	-	-	17	17	16
Cash in Hand	116	18	20	154	80
Sunshine Tots Account	-	-	1,014	1,014	754
Flower Fund	-	-	268	268	239
	£19,435	£10,565	£13,334	£43,334	£35,133
<b>Other Monetary Assets</b>					
Gift Aid Recoverable	£4,004	-	-	£ 4,004	£4,956
<b>Investment Assets</b>					
3,841.83 (3,841.83)					
Shares in The CBF					
Church of England Fund	£78,709	-	-	£78,709	£73,644
<b>Fixed assets retained for church use</b>					
The fixed assets retained for church use are Holy Ascension Community Hall, the Organ (refurbished 2013) and the AV system.					
All assets belong to the unrestricted fund.					
	£	£	£	£	£
<b>Liabilities</b>					
Parish Share Arrears	-	-	-	-	49,068
Fees	-	-	-	-	312

On 7<sup>th</sup> February 2020 the Finance Committee of Chester Diocesan Board of Finance agreed to write off Parish Share arrears of £49,068 so that the PCC could focus on the future.

**The Parochial Church Council of the Ecclesiastical Parish of Holy Ascension, Upton-By-Chester**

**Notes to the Receipts and Payments Accounts for the Year Ended 31<sup>st</sup> December 2020**

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

2. The movements in designated and restricted funds during the year were:

	Balance b/fwd.	Receipts	Payments	Transfers	Balance c/fwd.
<b>Restricted</b>	£	£	£	£	£
Caring & Sharing	30	-	30	-	-
Family Workers	5,084	2,007	6,441	-	650
Flower Fund	239	410	206	(175)	268
Sunshine Tots	3,274	342	82	-	3,534
Other	2,312	10,031	3,461	-	8,882
	<b>£10,939</b>	<b>£12,790</b>	<b>£10,220</b>	<b>£(175)</b>	<b>£13,334</b>

	£	£	£	£	£
<b>Designated</b>					
Hall	6,515	-	-	-	6,515
Musical Tots	3,663	407	20	-	4,050
	<b>£10,178</b>	<b>£407</b>	<b>£20</b>	<b>-</b>	<b>£10,565</b>

	Unrestricted Fund	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
<b>3. Activities for generating funds</b>					
Social events	£524	-	-	£524	£5,252

	£	£	£	£	£
<b>4. Church activities</b>					
Fees for weddings and funerals	8,192	-	-	8,192	13,276
Community Hall hire	9,080	-	-	9,080	19,040
Magazine	350	-	756	1,106	1,641
Flower fund	-	-	410	410	991
Sunshine Tots	-	-	342	342	1,295
Musical Tots	-	407	-	407	1,512
	<b>£17,622</b>	<b>£407</b>	<b>£1,508</b>	<b>£19,537</b>	<b>£37,755</b>

**The Parochial Church Council of the Ecclesiastical Parish of Holy Ascension, Upton-By-Chester**

**Notes to the Receipts and Payments Accounts for the Year Ended 31<sup>st</sup> December 2020**

	Unrestricted Fund	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
<b>5. Investment income</b>					
Dividends	2,205	-	-	2,205	677
Interest	64	-	-	64	223
	£2,269	-	-	£2,269	£900
	£	£	£	£	£
<b>6. Church activities</b>					
Church running expenses	6,477	-	876	7,353	7,708
Cost of services	772	-	-	772	1,233
Administration	1,787	-	-	1,787	2,363
Magazine	412	-	-	412	2,505
Caring & Sharing	20	-	30	50	224
Flower fund	-	-	206	206	876
Sunshine Tots	-	-	82	82	529
Musical Tots	-	20	-	20	91
	£9,468	£20	£1,194	£10,682	£15,529
<b>7. Cost of generating funds</b>					
Social events	£250	-	-	£250	£2,779



**Independent Examiner's Report to the members/trustees of the Parochial Church Council of the Ecclesiastical Parish of Holy Ascension, Upton by Chester (registered charity number: 1131069).**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31<sup>st</sup> December 2020 which are set out on pages 1 to 4.

**Responsibilities and basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").


I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John McIntock FCA FCCA  
2 Windmill Rise  
Upton  
Chester

Date 12.4.2021

