

# **PAROCHIAL CHURCH COUNCIL OF ST PAUL'S ADDLESTONE**

Charity no: 1131087

## **ANNUAL ACCOUNTS 2020**

Prepared for the Annual Parochial Meeting  
9 May 2021

### **INCUMBENT**

The Revd. Ben Beecroft  
The Vicarage  
140 Church Road  
Addlestone  
KT15 1SJ

### **BANKERS**

Barclays  
High Street  
Weybridge

National Westminster  
High Street  
Weybridge

### **INDEPENDENT EXAMINER**

Mrs Jean Hart  
2 Bourneside Road  
Addlestone  
KT15 2HZ

# **Independent Examiner's Report to the members/trustees of St Paul's Church. Addlestone, Parochial Church Council.**

I report on the accounts for the year ended 31 December 2020 which are set out in the following pages.

## **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:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 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 a full audit, and consequently I do not express an audit opinion on these accounts.

## **Independent Examiner's statement**

In connection with my examination, no matters have come to my attention:

(1) which give 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 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.

Signed:

Date:

Mrs Jean Hart  
2 Bourneside Road  
Addlestone  
KT15 2HZ

**Statement of Financial Activities**  
**For the period from 01 January 2020 to 31 December 2020**

	Unrestricted	Restricted	Endowment	Total	Prior year
	funds	funds	funds	funds	total
funds					

*Notes*

**Incoming resources**

Incoming resources from generated funds						
Voluntary income	<b>2a</b>	113,730	—	—	113,730	99,366
Activities for generating funds	<b>2b</b>	162	—	—	162	774
Investment income	<b>2c</b>	5,935	2,079	—	8,015	5,633
Incoming resources from charitable activities	<b>2d</b>	34,448	—	—	34,448	49,607
Other incoming resources	<b>2e</b>	—	—	—	—	259
<b>Total incoming resources</b>		<b>154,276</b>	<b>2,079</b>	<b>—</b>	<b>156,356</b>	<b>155,641</b>
<b>Resources used</b>						
Cost of generating funds	<b>3a</b>	317	—	—	317	327
Investment management costs		3,000	—	—	3,000	—
Charitable activities	<b>3b</b>	147,555	144	—	147,700	177,804
Governance costs		34	—	—	34	—
<b>Total resources used</b>		<b>150,908</b>	<b>144</b>	<b>—</b>	<b>151,053</b>	<b>178,131</b>
<b>Net income / (expenditure)</b>		<b>3,367</b>	<b>1,934</b>	<b>—</b>	<b>5,302</b>	<b>(22,490)</b>
<b>Transfers</b>						
Gross transfers between funds - in		—	—	—	—	—
Gross transfers between funds - out		—	—	—	—	—
<b>Net income / (expenditure)</b>		<b>3,367</b>	<b>1,934</b>	<b>—</b>	<b>5,302</b>	<b>(22,490)</b>
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets		—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use		—	—	—	—	—
<b>Net movement in funds</b>		<b>3,367</b>	<b>1,934</b>	<b>—</b>	<b>5,302</b>	<b>(22,490)</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>		<b>298,560</b>	<b>38,117</b>	<b>1,413</b>	<b>338,090</b>	<b>360,580</b>
<b>Total funds carried forward</b>		<b>301,928</b>	<b>40,052</b>	<b>1,413</b>	<b>343,393</b>	<b>338,090</b>

**Balance sheet****As at: 31 December 2020****31/12/2019****As at 31/12/2020****As at**£  
£

	Notes		
<b>Fixed assets</b>			
Tangible assets	<b>5</b>	271,974	269,974
Investments		32,199	30,120
		<u>304,174</u>	<u>300,094</u>
<b>Current assets</b>	<b>6</b>		
Debtors		(3,798)	(4,098)
Investments		2,309	9,472
Cash at bank and in hand		54,998	48,486
		<u>53,508</u>	<u>53,860</u>
<b>Liabilities</b>	<b>7</b>		
Creditors: Amounts falling due in one year		14,290	15,864
<b>Net current assets less current liabilities</b>		<u><b>39,218</b></u>	<u><b>37,996</b></u>
<b>Total assets less current liabilities</b>		<u><b>343,393</b></u>	<u><b>338,090</b></u>
<b>Total net assets less liabilities</b>		<u><b>343,393</b></u>	<u><b>338,090</b></u>
<b>Represented by</b>			
<b>Unrestricted</b>			
Unrestricted - General fund		302,684	293,657
<b>Designated</b>			
Designated - Youth and Children		5,034	4,902
Designated - Revaluation reserves		(5,790)	—
<b>Restricted</b>			
Restricted - Short-term Appeals		90	90
Restricted - Charities		4,437	4,437
Restricted - Choir Fund		40	40
Restricted - Fabric Fund		35,130	33,050
Restricted - Needy Fund		498	498
Restricted - Agency collection		(144)	—
<b>Endowment</b>			
Endowment - Red Room Fund		1,413	1,413
<b>Funds of the church</b>		<u><b>343,393</b></u>	<u><b>338,090</b></u>

## NOTES:

### 1 ACCOUNTING POLICIES

#### Basis of financial statements

The financial statements have been prepared under the Church Accounting regulations 2006 in accordance with applicable accounting standards and the current Statement of

Recommended Practice Accounting and Reporting by Charities (SORP 2005).

### **Fund accounting**

*Endowment funds* are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

*Restricted funds* comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor.

*Unrestricted funds* are income funds which are to be spent on the PCC's general purposes.

*Designated funds* are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Funds designated as investment in fixed assets for the PCC's own use abated in line with assets' annual depreciation charges in the SOFA. Designated funds remain unrestricted and the PCC will remove any surplus to other general funds.

### **Incoming resources**

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable.

Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

### **Resources expended**

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

## **Analysis of income and expenditure**

**01 January 2020 to 31 December 2020**

<i>year</i>	Unrestricted	Designated	Restricted	Endowment	<i>This year</i>	<i>Total Last</i>
<b>Incoming resources</b>						
<b><i>2a. Incoming resources from generated funds</i></b>						
<b>Voluntary income</b>						
IN01 - Planned Giving - Tax Efficient	62,045	—	—	—	62,045	58,735
IN02 - Planned Giving - Non-Tax	5,845	—	—	—	5,845	7,874
IN03 - Gift Aid Tax Reclaim	16,421	—	—	—	16,421	16,340
IN04 - Collections - Loose	3,161	—	—	—	3,161	5,876
IN05 - Collections - Gift Aid	100	—	—	—	100	1,200
IN06 - Donations - Gift Aid	15,852	—	—	—	15,852	7,390
IN07 - Donations - Non-Tax	10,303	—	—	—	10,303	1,949
IN09 - Legacies	—	—	—	—	—	—
IN10 - Income from Grants	—	—	—	—	—	—
<b>Voluntary income Sub-totals</b>	<b>113,730</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>113,730</b>	<b>99,366</b>
<b><i>2b. Activities for generating funds</i></b>						
IN11 - Fund Raising	162	—	—	—	162	759
IN12 - Fund raising Events	—	—	—	—	—	15
<b>Activities for generating funds Sub-totals</b>	<b>162</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>162</b>	<b>774</b>
<b><i>2c. Investment income</i></b>						
IN13 - Interest	935	—	—	—	935	944
IN98 - Revaluation	5,000	—	2,079	—	7,079	4,689
<b>Investment income Sub-totals</b>	<b>5,935</b>	<b>—</b>	<b>2,079</b>	<b>—</b>	<b>8,015</b>	<b>5,633</b>
<b><i>Incoming resources from generated funds Totals</i></b>	<b>119,828</b>	<b>—</b>	<b>2,079</b>	<b>—</b>	<b>121,907</b>	<b>105,775</b>
<b><i>Incoming resources from charitable activities</i></b>						
<b><i>2d. Incoming resources from charitable activities</i></b>						
IN14 - Fees Retained	1,754	—	—	—	1,754	5,303
IN15 - Hall Lettings	19,681	—	—	—	19,681	26,981
IN16 - Fairtrade	—	—	—	—	—	122
IN17 - Bookstall	(100)	—	—	—	(100)	54
IN18 - Children and Youth Income	—	131	—	—	131	659
IN19 - Other Income	196	—	—	—	196	570

IN20 - Charity Collections	—	—	—	—	—	911
IN21 - Coffee/Tea/Lunches Income	203	—	—	—	203	1,169
IN22 - Courses and Event Fees	—	—	—	—	—	2,838
IN24 - Rental Income - Northcote	12,581	—	—	—	12,581	10,997
<b>Incoming resources from charitable activities Sub-totals</b>	<b>34,316</b>	<b>131</b>	<b>—</b>	<b>—</b>	<b>34,448</b>	<b>49,607</b>
<b><i>Incoming resources from charitable activities Totals</i></b>	<b>34,316</b>	<b>131</b>	<b>—</b>	<b>—</b>	<b>34,448</b>	<b>49,607</b>
<b><i>2e. Other incoming resources</i></b>						
<b>Other incoming resources</b>						
IN23 - Other Incoming Resources	—	—	—	—	—	—
IN99 - Conduit	—	—	—	—	—	259
<b>Other incoming resources Sub-totals</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>259</b>
<b><i>Other incoming resources Totals</i></b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>259</b>
<hr/>						
<b>Incoming resources 155,641</b>	<b>154,144</b>	<b>131</b>	<b>2,079</b>	<b>—</b>	<b>156,356</b>	
<b>Grand totals</b>						

## Resources used

### ***3a. Cost of generating funds***

#### **Cost of generating funds**

A06 - Fundraising Costs	317	—	—	—	317	327
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#### **Cost of generating funds Sub-**

317	—	—	—	317	327
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#### **Investment management costs**

X98 - Depreciation	3,000	—	—	—	3,000	—
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#### **Investment management costs Sub-totals**

3,000	—	—	—	3,000	—
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#### ***Cost of generating funds Totals***

3,317	—	—	—	3,317	327
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**Total**



year

Unrestricted Designated Restricted Endowment This year Last

### 3b. Charitable activities

#### Charitable activities

A01 - Admin Salary	625	—	—	—	625	7,625
A02 - Stationary and Postage etc	392	—	—	—	392	259
A03 - Photocopier	391	—	—	—	391	2,125
A04 - Telephone	1,436	—	—	—	1,436	1,430
A05 - Other Office Costs	79	—	—	—	79	125
E02 - 10% Giving	7,970	—	144	—	8,114	8,104
E03 - Alpha	—	—	—	—	—	71
E05 - Mission Publicity	234	—	—	—	234	302
F01 - Repairs and Maintenance	7,832	—	—	—	7,832	5,807
F02 - Cleaning Salaries	2,875	—	—	—	2,875	2,940
F03 - Utilities	6,398	—	—	—	6,398	8,371
F04 - Insurance	5,135	—	—	—	5,135	6,100
F05 - Safety and Security	1,534	—	—	—	1,534	3,287
F07 - Cleaning Materials	227	—	—	—	227	638
F08 - Rental Property Maintenance - Northcote	600	—	—	—	600	600
F09 - Annual Service Contracts	2,610	—	—	—	2,610	1,576
M01 - Parish Share No1	78,121	—	—	—	78,121	78,387
M02 - Clergy Expenses No1	2,999	1,200	—	—	4,199	6,220
M03 - Assistant Vicar	13,758	4,590	—	—	18,348	18,196
M04 - Clergy Expenses No2	450	—	—	—	450	537
M07 - Other Ministry Expenses	264	—	—	—	264	—
M08 - Denary Share	481	—	—	—	481	481
W01 - Organist	2,480	—	—	—	2,480	3,937
W02 - Music Group	—	—	—	—	—	110
W03 - Service Costs	117	—	—	—	117	506
W04 - Verger/Organist Costs	782	—	—	—	782	1,037
W05 - Other worship costs	88	—	—	—	88	117
X01 - Hospitality	317	—	—	—	317	1,677
X03 - Bookstall	42	—	—	—	42	269
X04 - Training	289	—	—	—	289	1,030
X05 - Other Expenses	650	—	—	—	650	1,925
X06 - Equipment	2,383	—	—	—	2,383	2,010
X08 - Cafe Expenses	—	—	—	—	—	6,410
X12 - Bank Charges	197	—	—	—	197	304
Y01 - Youth Pastor	—	—	—	—	—	5,219
Y02 - Youth Resources	—	—	—	—	—	57
<b>Charitable activities Sub-totals</b>	<b>141,765</b>	<b>5,790</b>	<b>144</b>	<b>—</b>	<b>147,700</b>	<b>177,804</b>
<b>Charitable activities Totals</b>	<b>141,765</b>	<b>5,790</b>	<b>144</b>	<b>—</b>	<b>147,700</b>	<b>177,804</b>

<i>year</i>	Unrestricted	Designated	Restricted	Endowment	<i>This year</i>	<i>Total Last</i>
<b><i>Governance costs</i></b>						
<b>Governance costs</b>						
A07 - Governance Costs	34	—	—	—	34	—
<b><i>Governance costs Totals</i></b>	34	—	—	—	34	—
<b>Resources used</b>	<b>145,118</b>	<b>5,790</b>	<b>144</b>	<b>—</b>	<b>151,053</b>	
<b>178,131</b>						
<b>Grand totals</b>						

**Statement of Assets and Liabilities**  
**As at 31. December 2020**

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>
	<b>This year</b>	<b>Last year</b>		

**Fixed assets - Investments**

FA03 : Investments	—	—	32,199	—	32,199	30,120
<b>Total</b>	—	—	32,199	—	32,199	30,120

**5. Fixed assets - Tangible assets**

FA01 : Northcote Flat	260,000	—	—	—	260,000	255,000
FA02 : Church Equipment	11,974	—	—	—	11,974	14,974
<b>Total</b>	271,974	—	—	—	271,974	269,974

**6. Current assets - Cash at bank and in hand**

CA01 : Barclays Bank	(4,192)	5,200	8,803	—	9,811	5,872
CA02 : Natwest Bank	44,859	—	301	—	45,160	42,587
CA03 : Petty Cash	203	(166)	(10)	—	26	26
<b>Total</b>	40,869	5,034	9,094	—	54,998	48,486

**Current assets - Debtors**

Z05 : Accounts Receivable	(5,699)	—	1,901	—	(3,798)	(4,098)
<b>Total</b>	(5,699)	—	1,901	—	(3,798)	(4,098)

**Current assets - Investments**

CA04 : Short Term Deposits	895	—	—	1,413	2,309	9,472
<b>Total</b>	895	—	—	1,413	2,309	9,472

**Liabilities - Agency accounts**

6699 : Agency collections	—	—	—	—	—	(144)
<b>Total</b>	—	—	—	—	—	(144)

**Liabilities - Creditors: Amounts falling due in one year**

Z04 : Accounts Payable	5,356	5,790	3,143	—	14,290	16,009
<b>Total</b>	5,356	5,790	3,143	—	14,290	16,009

<b>Net total assets</b>	<b>302,684</b>	<b>(755)</b>	<b>40,052</b>	<b>1,413</b>	<b>343,393</b>
<b>338,090</b>					

- Conclusion**

The Parochial Church Council of St Paul's, Addlestone is based at:  
 St Paul's Church  
 School Lane, Addlestone,  
 KT15 1TB

Charity Reference Number: 1131087

Chairperson: Revd. Ben Beecroft

Treasurer: Sean McCarthy

This report dated: 09 May 2021