

## Report of the Treasurer on the Accounts of the Parochial Church Council for the year ended 31 December 2020.

Pages 2 and 3 of the accounts follow a prescribed format. The remaining pages provide further detail. Please note the explanation of the different types of fund on page 3, which is important to the understanding of the accounts.

2020 was of course exceptional. Giving has fallen a little to a total of £101,206 from £108,078 in 2019 for which we are very grateful to all the supporters of the Church for their continuing generosity. We did however lose over £14,500 from our usual Hall Letting income due to it being closed under Covid restrictions. We have controlled costs as carefully as we could and this has worked well with the deficit of just over £7,600 before investments re-valuation being a number which I think we should feel proud of having paid £90,000 to the Diocese.

The paid staff have been quite wonderful. They have worked minimum hours, but been tremendously flexible and supportive to see that the integrity of the Church has been maintained and services conducted when we were able. We are blessed with wonderful people.

- **Diocesan Share:** The annual share requested by the Diocese in 2020 was £105,670 of which we paid £90,000. In 2019 we paid £114,000 to the Diocese.
- **Hall:** The income through hall lettings was £11,711 compared with the income in 2019 of £26,538.
- **Church:** A total of £2,364 was paid for a new lightning conductor and £1,440 in connection with the Quinquennial report.
- Cash and other assets are shown on page 4. Working balances are held at Barclays Bank. Other monies are on deposit with the C of E Central Board of Finance.
- The revaluation of investments in the Demaine Fund at the year-end resulted in a very pleasing increase of £3,362 and our Endowment Fund increased by £1,694 which is a great result bearing in mind the turmoil in financial markets.
- Since the year-end, we have paid £6,255 to replace the boiler in the hall which was beyond repair. This was met from the Demaine Fund.

I should like to express my own and the PCC's thanks to:

Joanne Lake as our Independent Examiner;

Bev Plaxton our bookkeeper who joined during the year and is proving a great asset;

Steve Betts as our chair of the Finance Committee;

Our Wardens, Helen Buswell and also Alison Stretton for her work on our charitable giving and stewardship;

Simon Pilling as a member of our Finance Committee.

Finally huge thanks to Fr Philip for his support and advice over the years and in particular this very difficult year.

John McGhee

Treasurer of St Margaret's Church, Ilkley

Approved by St Margaret's Church Ilkley PCC. .... /2021

## **Independent Examiners Report to The Parochial Church Council (“PCC”) of St Margaret’s Church, Ilkley**

This report on the financial statements of the PCC for the year ended 31 December 2020, which are set out on pages 4 to 10, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006, (“the Regulations”) and s.43 of the Charities Act 1993, (“the Act”).

### **Respective responsibilities of the PCC and the examiner.**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and s.43 (2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report.

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.43 (7) of the Act and to be found in the Church Guidance 2006 edition. 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 financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide evidence that would be required for an audit and consequently I do not express an opinion on the view given by the accounts.

### **Independent Examiners Statement**

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

Which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with s.41 of the Act and to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

## **ST MARGARET'S ILKLEY PAROCHIAL CHURCH COUNCIL**

### **Notes to the Financial Statements for the year ended 31 December 2020**

#### **ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the 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 are responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

**Endowment Funds** are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

**Restricted Funds** represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (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 must be carried forward as a balance on that fund.

**Unrestricted Funds** are general funds which can be used for PCC ordinary purposes. To assist administration, unrestricted funds can be Designated for a particular purpose but they remain legally unrestricted. The PCC does not necessarily invest separately for each fund. Where there is no separate investment, interest is apportioned to each fund on an average balance basis.

**Incoming resources.** Planned giving, collections and 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 legally entitled to the amounts due. Dividends are accounted for when received, interest is accrued. All other income is recognised when receivable. All incoming resources are accounted for gross.

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

**Fixed assets** Consecrated and beneficed property of any kind is excluded from the financial statements by s.96(2)(a) of the Charities Act 1993. Movable church furnishings held by the vicar and churchwardens on special trusts for the PCC and which require a faculty for disposal are accounted for as inalienable property. They are listed in the church's inventory which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. The policy is to write-off when acquired the cost of equipment used within the church when such items have cost no more than £3,000. Items costing more than this are depreciated on a straight-line basis over 4 years. The Parish Hall is being written down at 1% per annum.

Investments are valued at market value at 31 December

**St Margaret's Ilkley Parochial Church Council – Year ended 31 December 2020**  
**Assets and Liabilities as at 31 December 2020**

<b>Fund</b>	<b>Fund Type</b>	<b>Asset</b>	<b>Asset Type</b>	<b>Value £</b>
Development	Restricted	Bank accounts	Current	15,231
Choir	Restricted	Bank account	Current	3,982
Gas and Elect.	Restricted	Bank account	Current	831
JJNushumi College	Restricted	Bank account	Current	-
Discretionary	Endowment	1,333 CboF Income Fund shares & Bank account	Fixed + current	31,134
Demaine	Restricted	2,646 CboF Income Fund Shares & Bank account	Current	48,233
Flower	Restricted	Bank account	Current	1,760
General Legacies	Designated	Bank account	Current	300
Hall Management	Designated	Bank accounts	Current	(9,994)
Hall FF & ER	Designated	Bank accounts	Current	10,376
Junior Choir	Restricted	Bank account	Current	7,385
Mission Fund	Designated	Bank account	Current	928
General	Unrestricted	Bank account	Current	(4,196)
Organ fund	Designated	Bank account	Current	3,155
Christmas appeal	Restricted	Bank account	Current	1,365
<b>Total net assets excluding Parish Hall</b>				<b>110,490</b>
Parish Hall at cost				593,517
Less depreciation at 1% per annum				83,058
				510,459
<b>Total net assets as shown in balance sheet</b>				<b>620,949</b> <b>628,584 (2019)</b>

NB, minor discrepancies in totals are through pence rounding

**Giving to Charities**

The PCC's Outward Giving is channeled through the Mission Fund and Funds for the purpose of Outward Giving. Payments made during 2020 are shown below.

**Mission Fund Payments**

JJ Community Transformation: £170

**Agency collections:**

DEC Covid appeal: £53

Christian Aid £358

**Christmas appeal:** £4,802 (Staying Put, Keighley refuge for 2019 appeal).

**Total for 2020 £5,383**

A further amount of £1,365 was raised for the 2020 Christmas Appeal charity and was paid after the year-end.

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	92,620	46,764	125	139,510	154,342
Activities for generating funds	14,883	3,275	—	18,159	46,344
Investment income	2,371	—	—	2,371	2,419
Incoming resources from charitable activities	—	—	—	—	1,233
Other incoming resources	—	—	—	—	26,945
<b>Total incoming resources</b>	<b>109,875</b>	<b>50,040</b>	<b>125</b>	<b>160,040</b>	<b>231,285</b>
<b>Resources used</b>					
Costs of generating funds					
Costs of generating voluntary income	15	—	—	15	589
Charitable activities	116,707	50,519	—	167,226	222,989
Other resources used	330	—	—	330	6,595
<b>Total resources used</b>	<b>117,052</b>	<b>50,519</b>	<b>—</b>	<b>167,572</b>	<b>230,175</b>
<b>Net income / (expenditure)</b>	<b>(7,177)</b>	<b>(479)</b>	<b>125</b>	<b>(7,532)</b>	<b>1,110</b>
<b>Transfers</b>					
Gross transfers between funds - in	6,313	202	—	6,515	61,577
Gross transfers between funds - out	(260)	(6,255)	—	(6,515)	(61,577)
<b>Net income / (expenditure)</b>	<b>(1,125)</b>	<b>(6,531)</b>	<b>125</b>	<b>(7,532)</b>	<b>1,110</b>
<b>Other recognised gains / losses</b>					
Gains / losses on investment assets	(5,156)	3,362	1,694	(100)	(77,902)
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	11,690
<b>Net movement in funds</b>	<b>(6,281)</b>	<b>(3,169)</b>	<b>1,819</b>	<b>(7,632)</b>	<b>(65,102)</b>
<b>Total funds brought forward</b>	<b>512,896</b>	<b>86,375</b>	<b>29,315</b>	<b>628,587</b>	<b>693,689</b>
<b>Total funds carried forward</b>	<b>506,614</b>	<b>83,205</b>	<b>31,134</b>	<b>620,955</b>	<b>628,587</b>

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
D1101	Parish Hall	510,459	515,615
D1102	Investments	27,245	25,551
	<b>Total Fixed assets</b>	<b>537,704</b>	<b>541,166</b>
<b>Current assets</b>			
C1101	Barclays - General	16,522	24,055
C1102	Barclays - Hall Appeal	—	—
C1103	CBoF - Composite	12,639	12,639
C1105	CBoF investments	54,089	50,727
Z05	Accounts Receivable	—	—
	<b>Total Current assets</b>	<b>83,251</b>	<b>87,421</b>
<b>Liabilities</b>			
E1101	Loan from diocese	—	—
Z04	Accounts Payable	—	—
	<b>Total Liabilities</b>	<b>—</b>	<b>—</b>
	<b>Net Asset surplus(deficit)</b>	<b>620,995</b>	<b>628,587</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(7,532)	11,516
Z01	Starting balances	628,587	683,282
Z02	Gains/(losses) on investment assets	(100)	(77,902)
Z03	Gains and losses own use	—	11,690
	<b>Total Reserves</b>	<b>620,955</b>	<b>628,587</b>
	<b>Represented by funds</b>		
	Unrestricted	505,003	511,894
	Designated	1,610	1,002
	Restricted	83,205	86,375
	Endowment	31,134	29,315
	<b>Total</b>	<b>620,995</b>	<b>628,587</b>

## Statement of assets and liabilities

		General	Designated	Restricted	Endowment	This year	Last year
<b>Fixed assets - Investments</b>							
Investments -		—	—	—	27,245	27,245	25,551
<b>Totals</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>27,245</b>	<b>27,245</b>	<b>25,551</b>
<b>Fixed assets - Tangible assets</b>							
Parish Hall -		510,459	—	—	—	510,459	515,615
<b>Totals</b>		<b>510,459</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>510,459</b>	<b>515,615</b>
<b>Current assets - Cash at bank and in hand</b>							
Barclays - General -		(6,210)	(6,889)	25,732	3,889	16,522	24,055
CBoF - Composite -		755	8,500	3,384	—	12,639	12,639
<b>Totals</b>		<b>(5,455)</b>	<b>1,610</b>	<b>29,116</b>	<b>3,889</b>	<b>29,162</b>	<b>36,694</b>
<b>Current assets - Investments</b>							
CBoF investments -		—	—	54,089	—	54,089	50,727
<b>Totals</b>		<b>—</b>	<b>—</b>	<b>54,089</b>	<b>—</b>	<b>54,089</b>	<b>50,727</b>
<b>Grand total</b>		<b>505,003</b>	<b>1,610</b>	<b>83,205</b>	<b>31,134</b>	<b>620,955</b>	<b>628,587</b>

## Fund movement by type

		Opening	Incoming	Outgoing	Transfer	Gains/losses	Closing
<b>Appeals - DEC Appeals</b>							
Restricted		—	2	52	50	—	—
<b>Sub-total for Appeals</b>		<b>—</b>	<b>2</b>	<b>52</b>	<b>50</b>	<b>—</b>	<b>—</b>
<b>ChristAid - Christian Aid</b>							
Restricted		—	357	357	—	—	—
<b>Sub-total for ChristAid</b>		<b>—</b>	<b>357</b>	<b>357</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Christmas - Christmas Appeal</b>							
Restricted		4,429	1,738	4,802	—	—	1,365
<b>Sub-total for Christmas</b>		<b>4,429</b>	<b>1,738</b>	<b>4,802</b>	<b>—</b>	<b>—</b>	<b>1,365</b>
<b>Energy - Gas &amp; Electricity</b>							
Restricted		269	562	—	—	—	831
<b>Sub-total for Energy</b>		<b>269</b>	<b>562</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>831</b>
<b>JJNsh - JJNushumi College</b>							
Restricted		169	—	169	—	—	—
<b>Sub-total for JJNsh</b>		<b>169</b>	<b>—</b>	<b>169</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Mission - Mission</b>							
Designated		545	691	250	(58)	—	928
<b>Sub-total for Mission</b>		<b>545</b>	<b>691</b>	<b>250</b>	<b>(58)</b>	<b>—</b>	<b>928</b>

Organ Fund - Organ (Maintenance)

Restricted		2,405	750	—	—	—	3,155
	<b>Sub-total for Organ Fund</b>	<b>2,405</b>	<b>750</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,155</b>
<b>Share - Diocesan Share</b>							
Restricted		—	43,739	42,632	152	—	1,260
	<b>Sub-total for Share</b>	<b>—</b>	<b>43,739</b>	<b>42,632</b>	<b>152</b>	<b>—</b>	<b>1,260</b>
<b>General - General fund</b>							
Unrestricted		511,894	97,472	99,061	(144)	(5,156)	505,003
	<b>Sub-total for General</b>	<b>511,894</b>	<b>97,472</b>	<b>99,061</b>	<b>(144)</b>	<b>(5,156)</b>	<b>505,003</b>
<b>HallMan - Hall Management</b>							
Designated		(3,964)	11,711	17,741	—	—	(9,994)
	<b>Sub-total for Hall Man</b>	<b>(3,964)</b>	<b>11,711</b>	<b>17,741</b>	<b>—</b>	<b>—</b>	<b>(9,994)</b>
<b>HallFFER - Hall FFander</b>							
Designated		4,121	—	—	6,255	—	10,376
	<b>Sub-total for HallFFER</b>	<b>4,121</b>	<b>—</b>	<b>—</b>	<b>6,255</b>	<b>—</b>	<b>10,376</b>
<b>GenLegacy - Gen Legacies</b>							
Designated		300	—	—	—	—	300
	<b>Sub-total for GenLegacy</b>	<b>300</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>300</b>
<b>Demaine - Demaine</b>							
Restricted		51,126	—	—	(6,255)	3,362	48,233
	<b>Sub-total for Demaine</b>	<b>51,126</b>	<b>—</b>	<b>—</b>	<b>(6,255)</b>	<b>3,362</b>	<b>48,233</b>
<b>Development - Development</b>							
Restricted		14,553	678	—	—	—	15,231
	<b>Sub-total for Development</b>	<b>14,553</b>	<b>678</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>15,231</b>
<b>ChoirFd - Choir Fund</b>							
Restricted		4,956	1,169	2,143	—	—	3,982
	<b>Sub-total for ChoirFd</b>	<b>4,956</b>	<b>1,169</b>	<b>2,143</b>	<b>—</b>	<b>—</b>	<b>3,982</b>
<b>JuniorChoi - Junior Choirs'</b>							
Restricted		6,635	750	—	—	—	7,385
	<b>Sub-total for JuniorChoi</b>	<b>6,635</b>	<b>750</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>7,385</b>
<b>Flower - Flower</b>							
Restricted		1,830	292	362	—	—	1,760
	<b>Sub-total for Flower</b>	<b>1,830</b>	<b>292</b>	<b>362</b>	<b>—</b>	<b>—</b>	<b>1,760</b>
<b>Discretion - Discretionary</b>							
Endowment		29,315	125	—	—	1,694	31,134
	<b>Sub-total for Discretion</b>	<b>29,315</b>	<b>125</b>	<b>—</b>	<b>—</b>	<b>1,694</b>	<b>31,134</b>
	<b>Grand total</b>	<b>628,587</b>	<b>160,040</b>	<b>167,572</b>	<b>—</b>	<b>(100)</b>	<b>620,955</b>



<u>Analysis of Income and Expenditure</u>	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Last year</u>
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## INCOME AND ENDOWMENTS

### Incoming resources from generated funds - Voluntary income

- Regular Giving - Bank	61,148	—	32,968	—	94,117	89,465
- Regular Giving - Envelope	3,960	—	1,227	—	5,187	11,299
- Irregular Giving - Gift Aid	272	—	77	—	349	854
- Irregular Giving - Bank	150	—	150	—	300	—
- Tax recovered	15,514	57	7,884	25	23,482	25,527
- Irregular Giving - Sunday Coll	1,253	—	—	—	1,253	6,460
- Irreg Giving - Occasional Serv	285	—	—	—	285	63
- Donations	8,608	490	3,706	100	12,904	19,050
- Pricket stand	129	—	—	—	129	471
- Grants	750	—	750	—	1,500	150
- Legacies	—	—	—	—	—	1,000
Total	92,072	547	46,764	125	139,510	154,342

### Incoming resources from generated funds - Activities for generating funds

- Hall lettings - regular	—	10,584	—	—	10,584	21,619
- Hall lettings - one-off	—	1,127	—	—	1,127	4,919
- Church lettings	216	—	—	—	216	2,909
- Charges re occasional services	2,334	—	1,450	—	3,784	7,808
- Magazine - sales	307	—	—	—	307	773
- Magazine - adverts	170	—	—	—	170	904
- Fund raising events	—	143	50	—	193	2,406
- Appeals	—	—	1,775	—	1,775	5,003
Total	3,028	11,855	3,275	—	18,159	46,344

### Incoming resources from generated funds - Investment income

- Dividends	2,371	—	—	—	2,371	2,372
- Bank interest	—	—	—	—	—	46
Total	2,371	—	—	—	2,371	2,419

### Incoming resources from charitable activities

- Fees - PCC	—	—	—	—	—	1,233
Total	—	—	—	—	—	1,233

### Other incoming resources

- VAT refund	—	—	—	—	—	970
Total	—	—	—	—	—	970

97,472	12,403	50,040	125	160,040	225,310
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## EXPENDITURE

### Costs of generating funds - Costs of generating voluntary income

- Publicity	15	—	—	—	15	589
Total	15	—	—	—	15	589

### Charitable activities

- Diocesan Share	47,367	—	42,632	—	90,000	114,000
- Salaries	17,410	8,418	—	—	25,829	29,721
- Tax & NI	582	1,229	—	—	1,811	5,042
- Electricity	951	1,427	—	—	2,379	2,317
- Gas	5,321	1,330	—	—	6,651	7,265
- Water	—	282	—	—	282	348
- Telephone (office)	449	—	—	—	449	353
- Bookkeeping fees	2,425	—	—	—	2,425	3,650
- Insurance	5,891	—	—	—	5,891	4,986
- Church maint (contract)	3,847	—	—	—	3,847	11,877
- Church maint (repairs)	3,878	—	—	—	3,878	7,037
- Hall maintenance (contract)	—	2,565	—	—	2,565	2,923
- Hall maintenance (repairs)	—	1,404	—	—	1,404	2,664
- Cleaning mats, hygiene, bulbs	—	1,033	—	—	1,033	1,942
- Sundry expenses	4,517	50	—	—	4,567	2,441
- Stationery & Office sundries	1,545	—	—	—	1,545	4,615
- Photocopier	7	—	—	—	7	—
- Postage	500	—	—	—	500	63
- Printing - magazine	407	—	—	—	407	2,302
- Printing - general	48	—	—	—	48	152
- Clergy expenses - travel	278	—	—	—	278	—
- Clergy expenses - phone	790	—	—	—	790	—
- Clergy expenses - sundry	395	—	—	—	395	1,777
- PCC donations to charities	—	250	5,381	—	5,631	8,331
- Discretionary Fd Payments	300	—	—	—	300	925
- Cost of flowers	—	—	347	—	347	1,476
- Flower equipment	—	—	15	—	15	—
- Equip/ furniture - church	—	—	—	—	—	572
- Equip/furniture - hall	—	—	—	—	—	304
- Sacristy supplies - wine	—	—	—	—	—	—
- Sacristy supplies - candles	593	—	—	—	593	1,707
- Sacristy supplies - sundry	103	—	—	—	103	—
- Churchyard	600	—	—	—	600	690
- Sunday school	—	—	—	—	—	—
- Choir	—	—	2,056	—	2,056	2,277
- Junior Choirs	—	—	87	—	87	417
- Fees - relief organist	500	—	—	—	500	745
- Church Occasional Services	—	—	—	—	—	60
Total	98,715	17,991	50,519	—	167,226	222,989
- Bank Charges	330	—	—	—	330	501
Total	330	—	—	—	330	501
<b>EXPENDITURE TOTAL</b>	<b>99,061</b>	<b>17,991</b>	<b>50,519</b>	<b>—</b>	<b>167,572</b>	<b>224,081</b>
<b>Net total (brackets = deficit)</b>	<b>(1,589)</b>	<b>(5,588)</b>	<b>(479)</b>	<b>125</b>	<b>(7,532)</b>	<b>1,228</b>

