



**St. Peter's Church**

LORD'S MEAD, CHIPPENHAM, SN14 0LL

*Journeying together to share our Christian faith and the love of God with all.*

## **FINANCIAL STATEMENTS**

**Year ended 31 DECEMBER 2021**

**CHARITY NUMBER 1131473**

**St. Peter's Church, Chippenham**  
**Financial Statements for the Year Ended 31 December 2021**

**Reference and Administrative Information**

Charity name:		St. Peter's Church Chippenham
Charity number:		1131473
Principal office address:		St. Peter's Church Lord's Mead Chippenham Wiltshire SN14 0LL
Charity trustees at date of approval:	<b>Ex-Officio members:</b>  Priest in charge:  Church wardens:  Deanery Synod representatives:  <b>Elected members:</b>  <b>Co-opted members:</b>	Reverend Andrew Gubbins (Chairperson)  Mrs. Vivienne Fuller Mr. Robin Wildblood  Mr. Robin Wildblood Mrs. Ruth Pfunder  Ms. Hayley Barnden Mrs. Daphne Brindle Mrs. Sue Burt Mr. Ivan Hurcum Mr. Matthew Hurcum (Secretary) Mr. David Turnbull (Treasurer)  None
Former charity trustees who served during the financial year:		Mrs. Caroline Masters Mr. John Sumbler Mrs. Bev Webb

# St. Peter's Church, Chippenham

## Financial Statements for the Year Ended 31 December 2021

### Financial Review

**Summary:** 2021 was a year of slow recovery from the worst effects of the pandemic. Total income was still lower than in pre-lockdown 2019, whilst expenditure continued to rise. This produced financial challenges as unrestricted funds were severely constrained. FoodBox transactions increased dramatically, and accounted for 14% of both total income and total expenditure, which significantly affected comparison with previous years.

**Income:** Voluntary Giving showed a 5% reduction on both 2020 and 2019. Hall and Room lettings income, whilst 31% up on 2020, was actually 6% down on the 2019 figure when the Q1 2022 Tom Metcalf Centre rental fee of £3,340 (received in advance in December) is removed from the equation. Fund-raising for general church funds and Cornerstone was kept afloat through the efforts of many parishioners.

**Expenditure:** Most heads of expenditure such as cleaning costs rose after the restrictions of 2020, but a truer comparison with the pre-pandemic year of 2019 shows that overall expenditure has reduced, mainly because the restrictions carried on through significant periods of 2021. Our Parish Share contribution was much less than before the pandemic struck. A large proportion of repairs and maintenance expenditure was funded by transfers from the Cornerstone Fund and the former Stent Fund (see below).

**Parish Share:** Throughout the year a monthly calculation was necessary of the available liquid funds within the HSBC current and deposit accounts after payment of all invoices etc. A decision was then made on what was available for Parish Share whilst maintaining our £8,000 minimum reserve. (See Note 1 (iii)). Uneven cash-flow at different times of the year meant that we were not often able to pay our full £5,000 monthly pledge, but were able to catch up when the HMRC Gift-Aid tax rebate was secured in May. This approach was approved by the PCC and much appreciated by the Diocese. Unfortunately, at the year end, ever-increasing expenditure severely reduced the available funds and the Parish Share shortfall increased considerably.

**FoodBox at St. Peter's:** Very significant grant funding from Wiltshire Council and subsequent expenditure on food purchases and delivery costs was a large proportion of both overall St. Peter's income and expenditure and distorts comparison with previous years' church activities. Income was largely matched by expenditure on food purchases and mileage.

**Cornerstone Fund:** At the beginning of 2021, St. Peter's held two deposit accounts with Church of England Central Board of Finance (CBF), namely the "Cornerstone Fund" and the "Stent Fund". The Quinquennial Report received at the end of 2020 highlighted serious issues with concrete cancer and urgent repairs needed to the Peter Window as well as a plethora of other smaller repairs and replacements to be prioritised over the ensuing five years. The PCC agreed to the use of these accounts to contribute to this work as follows: (a) the Cornerstone Fund for Peter Window repairs/ replacement, safety measures etc, and all larger concrete cancer repairs, and (b) the Stent Fund for all smaller Quinquennial Report repairs. The Stent Fund had previously been beyond the remit of the PCC but this restriction was lifted in view of the financial challenges, and the account slowly diminished. The remaining balance of £8,803 was amalgamated into the Cornerstone Fund in October. All architect's fees for reports on the Peter Window and their fee for the Quinquennial report were paid from the Cornerstone Fund as directed by the PCC.

**Net Assets:** Although net assets now stand at £51,666, increasing from £42,465 in 2020, (see page 4), there are significant reasons for the apparent upturn. Firstly, the transfer in of the former Stent Fund of £8,803, and secondly the receipt of £3,340 from TMC in advance (see above). Without these two factors, Net Assets would have actually declined by 7%.

**Conclusion:** The traditional comparison with the previous year is misleading because of the significant lockdowns and restrictions endured during 2020 and parts of 2021. The most concerning aspect is the ongoing reduction in Voluntary Giving and Fund Raising, coupled with increasing expenditure which was forecast at the end of the year (notably cleaning and electricity/gas costs). The shortfall in Parish Share against our reduced pledge was regrettable but perhaps unavoidable.

It has been an honour and privilege to serve as PCC Treasurer for St. Peter's over the past six years, but it is now time to hand over the baton to my successor, Chris Gough. My thanks as always to Ivan Hurcum and Chris as members of the Finance Team who have shared with me the challenging financial situation of the past twelve months.

I wish Chris and the new Finance Team every success for the future.

**David Turnbull PCC Treasurer**

**St. Peter's Church, Chippenham**  
**Financial Statements for the Year Ended 31 December 2021**

**STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted Fund £	Unrestricted Designated Fund £	Restricted Funds (Note 9) £	<b>Total 2021 £</b>	Total 2020 £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and Legacies					
Regular giving					
Receipts from donors					
Planned Giving	30,306	-	-	<b>30,306</b>	33,985
Collections other than planned giving	3,608	-	-	<b>3,608</b>	3,438
Income tax recovered	8,778	-	-	<b>8,778</b>	7,750
Grants	-	-	-	-	-
	<b>42,692</b>	-	-	<b>42,692</b>	45,173
Other Donations and Legacies (note 2)	2,512	-	16,137	<b>18,649</b>	18,402
Income from Charitable Activities (note 3)	755	-	-	<b>755</b>	1,191
Other Trading Activities Note 4)	41,188	-	-	<b>41,188</b>	28,006
Income from Investments (note 5)	1	-	14	<b>15</b>	96
<b>TOTAL INCOME AND ENDOWMENTS</b>	<b>87,148</b>	-	<b>16,151</b>	<b>103,299</b>	92,868
<b>EXPENDITURE ON:</b>					
Expenditure on Charitable Activities (note 6)	1,255	-	-	<b>1,255</b>	1,082
Parish Share	53,785	-	-	<b>53,785</b>	51,990
Other Expenditure (note 7)	27,155	-	14,036	<b>41,191</b>	40,412
Write back of prior year cheques not banked (note 8)	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>82,195</b>	-	<b>14,036</b>	<b>96,231</b>	93,484
Net income/(expenditure)	4,953	-	2,115	<b>7,068</b>	(616)
Transfers between funds	(3,005)	-	5,138	<b>2,133</b>	10,115
Net movement in funds	1,948	-	7,253	<b>9,201</b>	9,487
Add back net movement in unrepresented cheques (note 8)	(3,482)	-	-	<b>(3,482)</b>	2,794
Cash at bank and in hand 1 <sup>st</sup> Jan	14,709	-	31,479	<b>46,188</b>	33,907
Cash at bank and in hand 31 <sup>st</sup> Dec	<b>13,175</b>	-	<b>38,732</b>	<b>51,907</b>	46,188

The attached notes on pages 5 to 10 form part of these financial statements.

**St. Peter's Church, Chippenham**  
**Financial Statements for the Year Ended 31 December 2021**

**STATEMENT OF FINANCIAL POSITION**

	Unrestricted Fund	Unrestricted Designated Fund	Restricted Funds (Note 9)	<b>Total 2021</b>	Total 2020
	£	£	£	£	£
<b>Cash Funds</b>					
HSBC current account	2,995	-	0	<b>2,995</b>	10,534
HSBC deposit account	10,180	-	3,007	<b>13,187</b>	6,323
CBF Cornerstone Fund	-	-	35,516	<b>35,516</b>	29,061
Cash floats	-	-	209	<b>209</b>	270
<b>Total Assets</b>	<b>13,175</b>	<b>-</b>	<b>38,732</b>	<b>51,907</b>	<b>46,188</b>
<b>Liabilities</b>					
Unpresented cheques at year end (note 8)	241	-	-	<b>241</b>	3,723
	<b>241</b>	<b>-</b>	<b>-</b>	<b>241</b>	<b>3,723</b>
<b>Net Assets</b>	<b>12,934</b>	<b>-</b>	<b>38,732</b>	<b>51,666</b>	<b>42,465</b>

The attached notes on pages 5 to 10 form part of these financial statements.

**Approved by the PCC 17 February 2022 and signed on their behalf by Reverend Andrew Gubbins (PCC Chairman) and David Turnbull (PCC Treasurer up to 31 December 2021)**

**Reverend Andrew Gubbins**

**David Turnbull**

# **St. Peter's Church, Chippenham**

## **Financial Statements for the Year Ended 31 December 2021**

### **1. Notes**

- (i) The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 and the Charities Act 2011. These financial statements have also applied the guidance from the new Charities SORP (FRS102) that is effective for all year ends from 31 December 2015 onwards and replaces the Charities Statement of Recommended Practice (SORP 2005).
- (ii) These financial statements are prepared using the receipts and payments basis and as such exclude income earned during the financial year that have not been received as at 31 December as well as amounts owing from obligations entered into during the financial year for which payments have not been raised.
- (iii) The funds specified on page 4 represent all the funds of the PCC including those which are subject to special restrictions regarding their use.

The PCC is committed to maintaining an £8,000 minimum reserve representing three months essential expenditure, which is held within the HSBC current and deposit accounts. The level of the minimum reserve will be decided annually by the PCC. It is a requirement to have a contingency plan to restore funds to the minimum reserve level should ever the situation arise. The PCC has agreed that this would be achieved by reducing the monthly Parish Share contribution until such time as the minimum reserve is restored.

- (iv) Assets recognised but not valued in the Statement of Assets and Liabilities include:
  - Moveable church furnishings held by the Church Warden on special trust for the PCC and which require a faculty for disposal.
  - Other fixtures, fittings and office equipment of which the PCC is free to dispose of without faculty and where the original cost exceeded £1,000.
- (v) In addition to the funds specified on page 4, there was a Church of England Central Board of Finance "Stent" deposit account used solely at the discretion of the Vicar and Church Wardens. The PCC had no control over this fund at the beginning of 2021, but by agreement with the PCC this limitation was lifted during the year and the £8,803 residual balance was transferred to the CBF Cornerstone Fund in October 2021. It thus became under the jurisdiction of the PCC and became subject to the same audit as the other funds.
- (vi) Expenses paid to clergy may include a small immaterial proportion that relates to their function as PCC members. No other payments were made to PCC members.

**St. Peter's Church, Chippenham**  
**Financial Statements for the Year Ended 31 December 2021**

**2. Other donations and legacies**

	2021	2020
	£	£
Bequests (N. Harbott)	1,000	10,000
Cornerstone Fund donations via current a/c	40	590
Fund-raising Cttee (R. Fund C: to Cornstn)	817	0
Sunday Coffee Fund net (Rest. Fund D)	43	88
Wednesday Coffee Fund (Rest. Fund E)	519	205
Friendship Club (restricted Fund F)	100	100
Pastoral Committee (restricted Fund G)	100	0
LIGHT service (Restricted Fund H)	375	665
Chippenham Lions for "Foodbox"	0	800
Wiltshire Council for "Foodbox"	12,527	2,510
Wessex Water for "Foodbox"	500	0
Chip Street Pastors for "Foodbox"	414	0
GMB Union for "Foodbox"	400	0
Other donors for "Foodbox"	579	1,080
Bev Webb (cakes)	181	600
M Helps (re. Weston Village Gardening)	30	30
Angela Hurcum (Marmalade sales)	253	75
Sally Powell (piano tuning)	60	0
Judith Griffiths	83	0
Daphne Field (cards)	67	
Joan Chapman (artwork)	60	
S Magnall memorial	129	0
HSBC (poor service: to Cornerstone Fund)	200	0
Other donations	172	0
	<b>18,649</b>	<b>18,402</b>

**3. Income from Charitable Activities**

	2021	2020
	£	£
<b>Fundraising for general purposes</b>		
Summer fete	0	0
Christmas fair	0	0
Male voice choir concert	0	0
Funeral collections for St. Peter's Church	0	167
Other	0	0
	<b>0</b>	<b>167</b>
<b>Fundraising for specific purposes</b>		
Children's Society	0	130
Christian Aid	156	48
Sightsavers	0	151
Send a Cow	208	226
Embrace The Middle East	0	49
Leprosy Mission	193	0
Royal British Legion (Poppy Appeal)	33	86
Funeral donations for charities	115	334
Wiltshire Historic Churches	50	0
	<b>755</b>	<b>1,024</b>
	<b>755</b>	<b>1,191</b>

**St. Peter's Church, Chippenham**  
**Financial Statements for the Year Ended 31 December 2021**

**4. Other trading activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Tom Metcalfe Centre rent	<b>12,505</b>	7,463
Lord's Mead Playgroup rent	<b>14,280</b>	12,294
Other hall lettings	<b>7,295</b>	6,176
Sheldon Road rental income	<b>0</b>	1,449
Wedding fees	<b>846</b>	45
Funeral fees	<b>1,221</b>	419
Sale of books	<b>27</b>	123
Photocopying	<b>0</b>	28
Miscellaneous sales etc	<b>14</b>	9
Photocopying	<b>0</b>	0
Wilts CC grant for new rear doors	<b>5,000</b>	0
	<b>41,188</b>	<b>28,006</b>

**5. Income from investments**

	Unrestricted Designated Funds £	Restricted Funds £	<b>2021</b> £	<b>2020</b> £
Interest on Cornerstone Fund	-	14	<b>14</b>	88
Interest on Deposit Account	1	-	<b>1</b>	8
	<b>1</b>	<b>14</b>	<b>15</b>	<b>96</b>

**6. Expenditure on charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Send a Cow	<b>208</b>	226
Sightsavers (2020, paid in 2021)	<b>151</b>	0
Children's Society	<b>51</b>	130
Christian Aid	<b>156</b>	48
Embrace Middle East (2020, paid in 2021)	<b>49</b>	0
Royal British Legion (Poppy Appeal)	<b>33</b>	86
Leprosy Mission	<b>193</b>	0
MacMillan Nurses (per Wed Coffee Fund)	<b>234</b>	0
Wiltshire Historic Churches	<b>50</b>	0
Funeral donations to charity	<b>115</b>	334
Deanery Synod subscription	<b>15</b>	10
	<b>1,255</b>	<b>1,082</b>



**St. Peter's Church, Chippenham**  
**Financial Statements for the Year Ended 31 December 2021**

**7. Other expenditure**

	2021	2020
	£	£
<b>Clergy Expenses</b>		
Expenses	999	870
Visiting preachers	19	113
Presentations to clergy	0	-
	<u>1,018</u>	<u>983</u>
<b>Benefice fees</b>	743	305
<b>Church Maintenance and Running Expenses</b>		
Electricity	1,994	1,674
Gas	1,136	680
Water rates	98	88
Insurance	1,932	1,921
Grass cutting	710	705
Repairs and maintenance	2,826	3,746
Imperial Cleaning Services	9,554	5,983
Refuse collection	1,025	613
Boiler servicing	0	180
Fire extinguishers, inc Lightning conductor	444	274
Electrical tests	2,055	0
Other	0	749
	<u>21,774</u>	<u>16,613</u>
<b>Church Management and Administration</b>		
Photocopier costs	940	1,265
Postage	38	7
Stationery	139	87
Computer and software	230	651
Telephone	317	455
	<u>1,664</u>	<u>2,465</u>
<b>Support costs</b>		
Copyright fees	161	80
Organ and Piano tuning	60	240
Organist fees	60	0
Verger fees	40	0
Flower Fund expenses	0	0
Pastoral Committee expenses	0	15
LIGHT service (H) expenses	161	291
Foodbox (I) expenses	13,875	4,195
Equipment purchases	347	193
Kingfishers (Messy Church) expenses	160	13
Other	61	2,980
Transfer to CBF Cornerstone Fund	1,067	10,590
	<u>15,992</u>	<u>18,597</u>
Transfer to CBF Stent fund (Sheldon Rd rent)	0	1,449
	<u>41,191</u>	<u>40,412</u>

**St. Peter's Church, Chippenham**  
**Financial Statements for the Year Ended 31 December 2021**

**8. Unpresented cheques**

	£
Unpresented cheques and cash as at 31 December 2020	<u>3,723</u>
Write back prior year cheques raised but never banked by payee	-
2020 cheques and cash presented during 2021	(3,723)
2021 payments raised by cheque not banked by payee at year end	
Alzheimer's Society	45
Wiltshire Air Ambulance	35
CDTFTDS	161
Cash & Cheques received 31/12/2021 unbanked	0
Total	241

Net movement in unpresented cheques during 2021	<u>(3,482)</u>
Unpresented cheques and unbanked as at 31 December 2021	<u><u>241</u></u>

# St. Peter's Church, Chippenham

## Financial Statements for the Year Ended 31 December 2021

### 9. Restricted Funds

#### Restricted Funds year-ended 31/12/2021

	<u>A</u> <u>Cornerstone</u> <u>Fund</u>	<u>B</u> <u>Flower</u> <u>Fund</u>	<u>C</u> <u>Fund</u> <u>Raising</u> <u>Cttee</u>	<u>D</u> <u>Sunday</u> <u>Coffee</u> <u>Fund</u>	<u>E</u> <u>Wed</u> <u>Coffee</u> <u>Fund</u>	<u>F</u> <u>F'dship</u> <u>Club</u>	<u>G</u> <u>Pastoral</u> <u>Cttee</u>	<u>H</u> <u>LIGHT</u> <u>Service</u>	<u>I</u> <u>Food-</u> <u>box</u>	<u>Totals</u>
<b>Balance at 1/1/2021</b>										
HSBC current account	£0	£0	£0	£0	£0	£200	£0	£993	£955	<b>£2,148</b>
CBF deposit account	£29,061	£0	£0	£0	£0	£0	£0	£0	£0	<b>£29,061</b>
Cash floats	£0	£70	£0	£0	£20	£180	£0	£0	£0	<b>£270</b>
	<b>£29,061</b>	<b>£70</b>	<b>£0</b>	<b>£0</b>	<b>£20</b>	<b>£380</b>	<b>£0</b>	<b>£993</b>	<b>£955</b>	<b>£31,479</b>
Donations	£1,058	£23	£0	£86	£557	£512	£100	£375	£14,420	<b>£17,131</b>
Other Voluntary Receipts	£8,803	£0	£817	£0	£0	£0	£0	£0	£0	<b>£9,620</b>
Interest received	£14	£0	£0	£0	£0	£0	£0	£0	£0	<b>£14</b>
Expenses	-£3,420	-£62	-£0	-£8	-£0	-£407	-£0	-£161	£13,875	<b>£17,933</b>
Transfers from/to unrestricted funds	£0	£0	-£817	-£43	-£519	-£100	-£100	£0	£0	<b>-£1,579</b>
<b>Total movements in year</b>	<b>£6,455</b>	<b>-£39</b>	<b>£0</b>	<b>£35</b>	<b>£38</b>	<b>£5</b>	<b>£0</b>	<b>£214</b>	<b>£545</b>	<b>£7,253</b>
<b>Balance at 31/12/2021</b>										
HSBC current account	£0	£0	£0	£0	£0	£300	£0	£1,207	£1,500	<b>£3,007</b>
CBF deposit account	£35,516	£0	£0	£0	£0	£0	£0	£0	£0	<b>£35,516</b>
Cash floats	£0	£31	£0	£35	£58	£85	£0	£0	£0	<b>£209</b>
<b>Total Restricted Funds</b>	<b>£35,516</b>	<b>£31</b>	<b>£0</b>	<b>£35</b>	<b>£58</b>	<b>£385</b>	<b>£0</b>	<b>£1,207</b>	<b>£1,500</b>	<b>£38,732</b>

#### Notes:

Restricted Funds in St. Peter's are set out above. All the figures have been provided and confirmed by the designated organisers of the respective funds.

- A. Cornerstone Fund:** This Central Board of Finance account comprises various donations and fund-raising proceeds specifically for the "Cornerstone Project". Former CBF "Stent Fund" £8,803 transferred to this account. Professional fees incurred for Cornerstone, and repairs listed in the 2020 Quinquennial Report are paid from this account.
- B. Flower Fund:** Cash donations and transactions.
- C. Fund-raising committee:** "Tradewinds" BBQ (£708) and deposits from cancelled barn dance by cash to Cornerstone Fund (£109).
- D. Sunday Coffee Fund:** Cash transactions only. Donations to Church funds less expenses.
- E. Wednesday Coffee Fund:** Cash received for refreshments. £234 donation to MacMillan Nurses. £285 to church funds for future Defibrillator costs only.
- F. Friendship Club:** Cash transactions only. Self-funded by members of the congregation for various social events. £100 donation to church funds received.
- G. Pastoral Committee:** Administered via HSBC current account.
- H. LIGHT service:** Administered via HSBC current account. Donations received fund the expenses incurred for transport for the disabled.
- I. Foodbox:** Various donations received from Chippenham Borough Lands, Wiltshire Council and others exclusively for Foodbox expenses for purchase of food and delivery costs.

# Independent Examiner's Report to the Trustees of St. Peter's Church, Chippenham, Parochial Church Council



## Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees/members of	Charity Name <b>ST. PETER'S CHURCH, LOADS MEAD CHIPPENHAM, WILTSHIRE, SN14 0LL</b>		
On accounts for the year ended	<b>3 1 1 2 2 1</b>	Charity no (if any)	<b>1 1 3 1 4 7 3</b>
Set out on pages	<b>1 - 10</b> <small>(remember to include the page numbers of additional sheets)</small>		
<b>Respective responsibilities of trustees and examiner</b>	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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:</p> <ul style="list-style-type: none"> <li>• examine the accounts under section 145 of the Charities Act,</li> <li>• 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</li> <li>• to state whether particular matters have come to my attention.</li> </ul>		
<b>Basis of independent examiner's statement</b>	<p>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.</p>		
<b>Independent examiner's statement</b>	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below*):</p> <p>(1) which gives me reasonable cause to believe that in, any material respect, the requirements:</p> <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 130 of the Charities Act;</li> <li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li> </ul> <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed			Date <b>16/02/2022</b>
Name	<b>EDWIN MARTIN HELPS</b>		
Relevant professional qualification(s) or body (if any)	<b>CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY</b>		
Address	<b>3, PEW HILL CHIPPENHAM WILTSHIRE SN15 1DH</b>		