

**PARISH OF ARMLEY AND NEW WORTLEY  
ST. BARTHOLOMEW WITH ST. MARY OF BETHANY  
ANNUAL REPORT OF THE PCC 2020**

The Parochial Church Council of St. Bartholomew with St. Mary of Bethany has responsibility of cooperating with the Churchwardens, during an interregnum, in promoting the ecclesiastical parish of Armley and New Wortley, the whole mission of the church, pastoral, evangelical, social; and ecumenical. It also has responsibility for the maintenance of the Church plant, including the organ and Church Hall, Wortley Road, Armley, Leeds LS12 1SR

Mission Statement for St. Bartholomew with St. Mary of Bethany, Parish of Armley and New Wortley:

**To extend the Kingdom of Christ, by showing His  
love to all those with whom we come into contact.**

### **Membership**

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting (AGM) in accordance with the Church Representative Rules, but members can be co-opted during the year. During 2019/20 the following served as members of the PCC.

<i>Priest in Charge</i>	Fr. Michael Wood
<i>Churchwardens</i>	Mrs. T. Collins                      Lay Chair
<i>Elected Members</i>	Mr. J. Kaye      PCC Treasurer & ASC Representative
	Mr. R.V. Pilkington co-opted member till Oct 2020
	Mr. D. Threapleton
	Mr. G. Whitehead co-opted member
	Mr. B. Gaunt
	Miss. B. M. Nichols      PCC Secretary/ Deanery Synod Representative from October, 2020.
	Mrs. P. Elliott
	Mrs. A. Threapleton
	Mrs. E. Handley

### **Committees**

The PCC operates through number of committees which meet at different times to the PCC, these committees report back to the PCC.

**Standing Committee**                      This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any direction given by the full Council. The members of the Standing Committee 2019 were – Fr. Michael Wood. Mrs. T. Collins. Mr. J. Kaye and Miss B. M. Nichols.

**Church Hall Management Committee** The PCC took on this role

**Organ/Music Committee:** - Fr. Michael Wood; Mrs. T. Collins and Mr. J. Kaye were elected from the PCC, Professor G. Barber and Dr. C. Newton were co-opted members.

**Stewardship recorder/Planned giving**                      Mrs. J Smith

**Electoral Roll Officer**                      Mr. D. Threapleton

**Sunday School/Youth co-ordinator**                      Mrs. S. Hearn

**Safe Guarding Officer**                      Mrs. A. Threapleton until 20<sup>th</sup> October 2020

**Fundraising** The PCC

### **Church Attendance:**

Church & Zoom:	Average Adult Attendance – 31	Average under 16 Attendances – 4
Zoom only:	Average Adult Attendance – 23	Average under 16 Attendances – 3

## **Review of the Year.**

The PCC met physically on three occasions January to March, from May the PCC meet 8 times virtually on Zoom with an average attendance of 70%. As always much of the PCC time was taken up discussing the finances of the Church including the financial state of the Church Hall. Unfortunately, once again we were unable to pay the Parish Share of £20,927.00 in full.

The CC discussed a number of matters including the Diocesan Strategy – Maturing in Christ; the Deanery Synods strategy for growth and the reorganisation of Deanery Synods. A faculty was applied for the removal of the dead and dangerous tree in the Church yard. The PCC discussed the letter which had been received from the Hyndman Trust, one of the patrons as a result of investigations they had discovered that much of the Hyndman family money had been acquired by trading in the West Indies. St. Bartholomew's had never benefitted financial from the trust. Fr. Michael drafted a letter which was read out in Church and printed in the Parish Magazine regarding this matter. The PCC thought it best for us to sever ties with the Hyndman Trust but this will probably have to be done in a legal manner. There was also discussion has to how we could become a dementia friendly parish.

In March everything changed due to the Covid 19 lockdown, services were moved on line – Zoom, from Easter Day and have continued to be streamed on Sunday mornings. In June the church could be open for private prayer provided those coming in socially distanced. In August we were able to resume services in Church with hand sanitisers, face masks, signing in and social distancing which was not a problem in St. Bartholomew's. In November there was a second lockdown which meant only virtual services. We had a short Advent Bible Study on Zoom which was quite well attended, perhaps because people didn't have to leave their homes in the dark. The PCC discussed how we were going to have the Christmas services – there were Advent and Christmas Carol Services on Zoom, this meant that people could sing. During the lockdowns there has been a virtual Coffee morning on Thursdays. Thanks to Mr. J.Kaye we had a number of very enjoyable Friday night quiz nights.

The development of the land on the Church Hall side of Wesley Road has been in abeyance during 2020, sadly David Chary of Sanderson Weatherall, who was a very good friend to St. Bartholomew's retired and later he died. The Church Hall was closed in March and has not reopened. It was cleaned and the utilities have been switched off to save money, but we still have standing charges and insurance to pay.

We applied to the Diocese for an Emergent Mission Grant to enable us to buy a laptop and a Wi-Fi booster for the Church, as to begin with we were using Fr. Michaels. The PCC asked Fr. Michael to discuss our needs with the Diocesan Communications Officer.

Due to Covid 19 restrictions the APCM for 2020 was not held until October, which meant that the PCC elected in 2019 continued until new elections were held in October 2020. It was shortly after this that we heard the devastating news of Mrs Avril Threapleton's death. She left a big hole in the Church family, as she was the Church flower arranger, the Safe Guarding Officer as well as being the central contact with the Scouts; she was also the Fundraising Co-ordinator and a Deputy Churchwarden.



## Financial Review

N.B. There are unfortunately no figures available for St. Bart's Bingo Fund for 2020 and, as a result, this review has been compiled in their absence.

There was a major reduction in both receipts and payments due to the impact of the Covid-19 pandemic from March 2020 onwards. Open-plate and stewardship envelope giving were both severely diminished, income from and expenditure on fundraising events were greatly reduced and payments on charitable activities were noticeably lower than in 2019.

Total receipts on unrestricted funds were £35,501, of which £27,216 was unrestricted voluntary donations, including the tax recovered on Gift Aid donations and on donations received under the Gift Aid Small Donations Scheme. Restricted donations of £8,812 were also received and are detailed in the financial statements.

The planned giving through banker's orders and donations by cheque thankfully remained largely consistent throughout the year. Total income was down by over a third compared to last year.

£33,499 was spent from unrestricted funds to provide the Christian ministry from St. Bartholomew's with St. Mary of Bethany Church, including the contribution to the diocesan parish share, which largely provides the stipends and housing for the clergy. Every year, we contribute as much as we are able to afford towards parish share, but invariably, are unable to meet the full requested amount. Our contribution in 2020 was £6,000; a shortfall of £14,927.

The net result for the year was an increase of £1,365 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31<sup>st</sup>. December on unrestricted funds totalled £3,613.

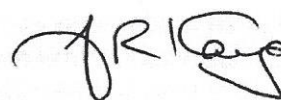
### Reserves policy

It is PCC policy to try to maintain a balance on unrestricted funds that equates to at least three months' unrestricted payments. This is equivalent to £8,400. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £3,613 held on unrestricted funds at the year-end clearly does not meet this target.

The cash balance of £12,652 in restricted funds is retained towards meeting the cost of repairs, maintenance and upkeep of the Schulze organ, sanctuary floor mosaics, external west wall crucifix, church lighting and general church fabric; church flowers and the award of discretionary grants.

It is our policy to invest investment fund balances with the CCLA Church of England Investment Fund.

Brenda Nichols

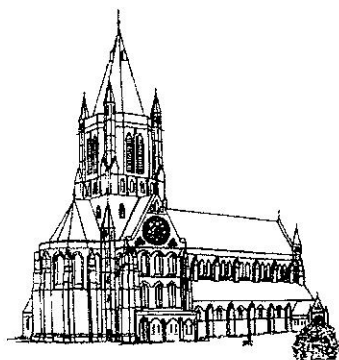


Brenda M. Nichols

Jon R. Kaye

PCC Secretary

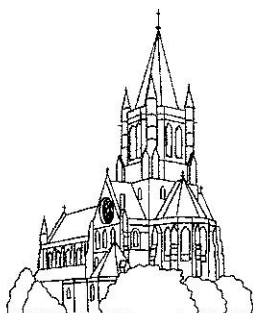
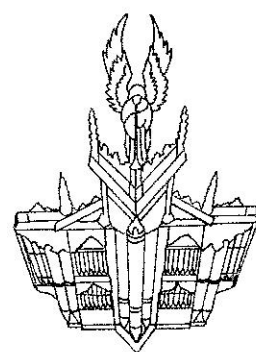
PCC Hon. Treasurer



The Parish of  
S. Bartholomew, Armley with  
S. Mary of Bethany, New  
Wortley

ARMLEY & NEW  
WORTLEY PAROCHIAL  
CHURCH COUNCIL

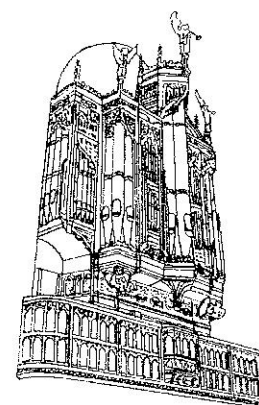
Registered Charity No. 1131632  
contributing to



THE DIOCESE OF LEEDS

**Financial**  
**Statements**

for the year ended  
31 December 2020



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Page 3	Notes
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## ARMLEY AND NEW WORTLEY PAROCIAL CHURCH COUNCIL

The financial business of the PCC is dealt with through a number of separate (though related) funds, each dealing with its own particular sector of business.

These funds comprise the following:-

- General fund
- Church Fabric fund
- Organ Maintenance fund
- Church Hall fund
- St. Bart's Bingo fund

In aggregate, the total income and the total expenditure of these funds must be no more and no less than they would be in an equivalent consolidated multi-purpose account.

By definition, in such a situation, there would be one account only and therefore could be no passage of money between funds.

### DEFINITIONS

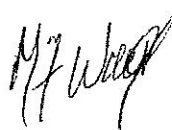
Transfer - Where money is raised in one fund and subsequently passed to another for use in the sector covered by the recipient fund.

Contra - This occurs when money is merely handled by one fund on behalf of another.


In the final analysis, the transaction is written into the account of the relevant fund only.

Loans - Not to be regarded as income or expenditure, but rather as a another liability or as a rearrangement of assets.

Collecting agent (or agent) - When special collections are made to send straight off to other charities (e.g. The Children's Society) and that the nature of the appeal is that there is no discretion for the PCC to do anything other than send the money directly to the charity, these are not funds of the PCC, as it is acting only as a collecting agent, and so the appeal is not included in the PCC's gross income or total expenditure.



Revd M Wood  
Priest-in-Charge



JR Kaye  
Hon. Treasurer



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Parochial Church Council of the Ecclesiastical  
Parish of St. Bartholomew, Armley with St. Mary  
New Wortley

No.  
1131632

CC16a

## Receipts and payments accounts

For the period from	01.01.2020	To	31.12.2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary receipts	27,216	6,414	-	33,629	41,389
Activities for generating funds	3,809	2,410	-	6,219	19,764
Investment dividends/interest	-	1	-	1	5
Charitable activities	4,476	-	-	4,476	5,582
Other receipts	-	12	-	12	-
<b>Sub total (Gross income for AR)</b>	<b>35,501</b>	<b>8,812</b>	<b>-</b>	<b>44,313</b>	<b>66,740</b>
<b>A2 Asset and investment sales, (see table).</b>					
Receipts from sale of fixed assets	-	-	-	-	-
Receipts from sale of investments	-	-	-	-	308
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>308</b>
<b>Total receipts</b>	<b>35,501</b>	<b>8,812</b>	<b>-</b>	<b>44,313</b>	<b>67,048</b>
<b>A3 Payments</b>					
Costs of generating voluntary receipts	-	-	-	-	-
Fundraising costs (trading activities)	3,959	367	-	4,326	19,513
Investment management costs	-	-	-	-	-
Costs of charitable activities	29,439	2,535	-	31,974	49,124
Governance costs	100	-	-	100	120
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>33,499</b>	<b>2,901</b>	<b>-</b>	<b>36,400</b>	<b>68,757</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Purchase of fixed assets	-	-	-	-	-
Purchase of investments	-	-	-	-	4,000
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>
<b>Total payments</b>	<b>33,499</b>	<b>2,901</b>	<b>-</b>	<b>36,400</b>	<b>72,757</b>
<b>Net of receipts/(payments)</b>	<b>2,003</b>	<b>5,911</b>	<b>-</b>	<b>7,913</b>	<b>5,709</b>
<b>A5 Transfers between funds</b>	<b>638</b>	<b>638</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,248</b>	<b>6,103</b>	<b>-</b>	<b>8,352</b>	<b>14,061</b>
<b>Cash funds this year end</b>	<b>3,613</b>	<b>12,652</b>	<b>-</b>	<b>16,265</b>	<b>8,352</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in hand	223	0	-
	Cash at bank	3,390	12,652	-
	Cash in deposit accounts	-	-	-
	<b>Total cash funds</b>	<b>3,613</b>	<b>12,652</b>	<b>-</b>

(agree balances with receipts and payments account(s))

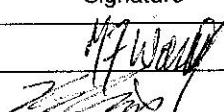

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	PayPal account (Organ Maint Fund)	-	49	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	CBF C of E Investment Fund - Acc. Shares	Fabric	-	16,800
	CBF C of E Investment Fund - Acc. Shares	Organ	-	178,051
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Statue, candlesticks, portable font	General	-	2,479
	St. Bart's sales stock (CDs/gifts)	Organ	-	8,050
	Scaffolding and lawnmower (nominal value)	Church Hall	-	1
	Gift vouchers and floats	Bingo	-	315
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Revd M F Wood	08.02.21
	Mrs T Collins	08.02.21

## Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis
2. Non-monetary assets retained for church use are the statue of S. Bartholomew, a set of four high altar silver candlesticks, a wooden portable font, S. Bart's sales stock, and scaffold and a lawnmower (the latter two at nominal value)
3. Investment assets are CCLA CBF Church of England Investment Fund Accumulation Shares
4. The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
<b>Designated</b>					
Photocopier fund	935	532	1,133	0	334
Silver candlesticks fund	1,240	1,050	424	0	1,866
	<u>2,176</u>	<u>1,582</u>	<u>1,557</u>	<u>0</u>	<u>2,201</u>
<b>Restricted</b>					
Flower fund	511	73	118	0	465
LDBF Emergence grant	0	750	641	0	109
Discretionary fund	442	54	15	0	480
Organ maintenance fund	3,640	7,947	1,807	626	10,406
Fabric fund	1,511	1	321	0	1,191
	<u>6,103</u>	<u>8,824</u>	<u>2,901</u>	<u>626</u>	<u>12,652</u>

The Photocopier fund exists to provide funds for the lease rental of the current and future photocopiers

The Silver candlesticks fund represents donations for altar and sanctuary requisites

The Flower fund represents donations to be spent on flowers for church

The LDBF Emergence grant provides funds for the purchase of audio-visual and electronic equipment required to live stream church services

The Discretionary fund exists to provide monetary assistance for those most in need

The Organ maintenance fund exists to provide funding for the protection of and maintenance and repairs to the church organ

The Fabric fund represents accumulated donations for fabric maintenance, and renovation which can only be spent for that purpose



## Further Analysis of Receipts and Payments

	Unrestricted funds £	Restricted funds £	TOTAL 2020 £	TOTAL 2019 £
<b>A1 Receipts</b>				
<b>Voluntary receipts:</b>				
Donations	20,728.44	530.85	21,259.29	29,371
Tax recovered	5,437	133	5,570	7,018
Grants	0	750	750	0
Pilling Trust donation	0	5,000	5,000	5,000
Legacies	1,050	0	1,050	0
	<u>27,216</u>	<u>6,414</u>	<u>33,629</u>	<u>41,389</u>
<b>Activities for generating funds:</b>				
Bingo	0	0	0	6,108
Hall lets	2,400	0	2,400	7,488
Organ concerts and organ use	0	2,410	2,410	2,687
Church lets	200	0	200	535
Fundraising	160	0	160	1,122
One Lottery	719	0	719	0
Insurance and utility contributions	0	0	0	1,270
Magazine advertising	330	0	330	515
Sale of equipment	0	0	0	40
	<u>3,809</u>	<u>2,410</u>	<u>6,219</u>	<u>19,764</u>
<b>Investment dividends/interest</b>				
HMRC interest	0	1	1	5
	<u>0</u>	<u>1</u>	<u>1</u>	<u>5</u>
<b>Charitable activities</b>				
PCC fees	2,255	0	2,255	2,840
MWAH contribution to office/phone	2,000	0	2,000	2,000
Contribution to boiler maintenance	0	0	0	130
Catering/Refreshments/Canteen	82	0	82	421
Magazine sales	131	0	131	167
Reprography and office	9	0	9	24
	<u>4,476</u>	<u>0</u>	<u>4,476</u>	<u>5,582</u>
<b>Other receipts</b>				
	<u>0</u>	<u>-12</u>	<u>0</u>	<u>0</u>
<b>A2 Asset and investment sales</b>				
<b>Receipts from sale of investments</b>				
CCLA CBF C of E shares	0	0	0	308
	<u>0</u>	<u>0</u>	<u>0</u>	<u>308</u>

## Further Analysis of Receipts and Payments

	Unrestricted funds £	Restricted funds £	TOTAL 2020 £	TOTAL 2019 £
<b>A3 Payments</b>				
<b>Fundraising costs (trading activities)</b>				
Hall operating costs	3,919	0	3,919	10,312
Bingo	0	0	0	6,478
Organ concerts/Organcasts	0	367	367	2,649
Incurred seeking donations	40	0	40	74
	<u>3,959</u>	<u>367</u>	<u>4,326</u>	<u>19,513</u>
<b>Costs of charitable activities</b>				
Parish Share	6,000	0	6,000	11,000
Church gas, electricity & insurance	15,298	0	15,298	15,831
Hall gas/electr/insur/waste disposal	2,486	0	2,486	1,390
Social club repairs	210	0	210	0
Clergy expenses	1,237	0	1,237	2,010
Church building running expenses	1,538	321	1,859	2,470
Church major repairs and renewals	0	0	0	5,563
Church routine repairs & maintenance	28	0	28	101
Costs of services	1,203	759	1,962	1,969
Office and photocopier charges	1,134	0	1,134	1,423
Organ expenses	0	1,440	1,440	6,159
Hall building running expenses	180	0	180	676
Magazine costs	61	0	61	0
Mission giving and donations	0	15	15	60
Canteen/catering/subs/gifts	64	0	64	472
	<u>29,439</u>	<u>2,535</u>	<u>31,974</u>	<u>49,124</u>
<b>Governance costs</b>				
Independent examiner's fee	<u>100</u>	<u>0</u>	<u>100</u>	<u>120</u>
<b>A4 Asset and investment purchases</b>				
<b>Purchase of fixed assets</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Purchase of investments</b>				
CCLA CBF C of E shares	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>

## Further Analysis of Receipts and Payments Accounts

### A5 Transfers between funds

From	To	Details	Unrestricted funds £	Restricted funds £	TOTAL 2020 £	TOTAL 2019 £
General	Hall	Electricity	-331	0	-331	-1,105
		Water/sewerage	-272	0	-272	0
		Waste disposal	-479	0	-479	0
		Gas	-528	0	-528	0
		Pest control	-60	0	-60	0
General	Organ	Organist's salary	-840	0	-840	-840
Organ	General	Church heating contribution	202	0	202	0
<b>General fund totals</b>			<u>-2,307</u>	<u>0</u>	<u>-2,307</u>	<u>-1,945</u>
Organ	General	Church heating contribution	0	-202	-202	0
Organ (PayPal)	Organ		0	0	0	0
General	Organ	Organist's salary	0	840	840	840
<b>Organ fund totals</b>			<u>0</u>	<u>638</u>	<u>638</u>	<u>840</u>
Bingo fund	Hall fund	Hall insurance contribution	0	0	0	0
<b>Bingo fund totals</b>			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
General	Hall	Electricity	331	0	331	1,105
		Water/sewerage	272	0	272	0
		Waste disposal	479	0	479	0
		Gas	528	0	528	0
		Pest control	60	0	60	0
<b>Church hall fund totals</b>			<u>1,669</u>	<u>0</u>	<u>1,669</u>	<u>1,105</u>
<b>Fabric fund totals</b>			<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Grand totals</b>			<b>-638</b>	<b>638</b>	<b>0</b>	<b>0</b>

## Further Analysis of Receipts and Payments Accounts

### A6 Cash funds last year end

	Fund								
	General	Bingo	Hall	General	Fabric	Organ	Total	Total	Total
	Unrestricted			Restricted			Unrest'd	Rest'd	funds
	£	£	£	£	£	£	£	£	£
Cash in hand	0	173	0	0	0	-9	173	-9	165
Cash at bank	1,076	943	56	952	1,511	3,648	2,075	6,112	8,187
Totals	1,076	1,117	56	952	1,511	3,640	2,248	6,103	8,352





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

The Parochial Church Council of the Ecclesiastical Parish of St Bartholomew, Armley with St Mary, New Wortley

**On accounts for the year  
ended**

31st December 2020

**Charity no  
(if any)**

1131632

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/13/2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust'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 (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

19th April 2021

**Name:**

Andrew Goyns

**Relevant professional  
qualification(s) or body  
(if any):**

n/a

**Address:**

28 George Street

Normanton

WF6 2LT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**