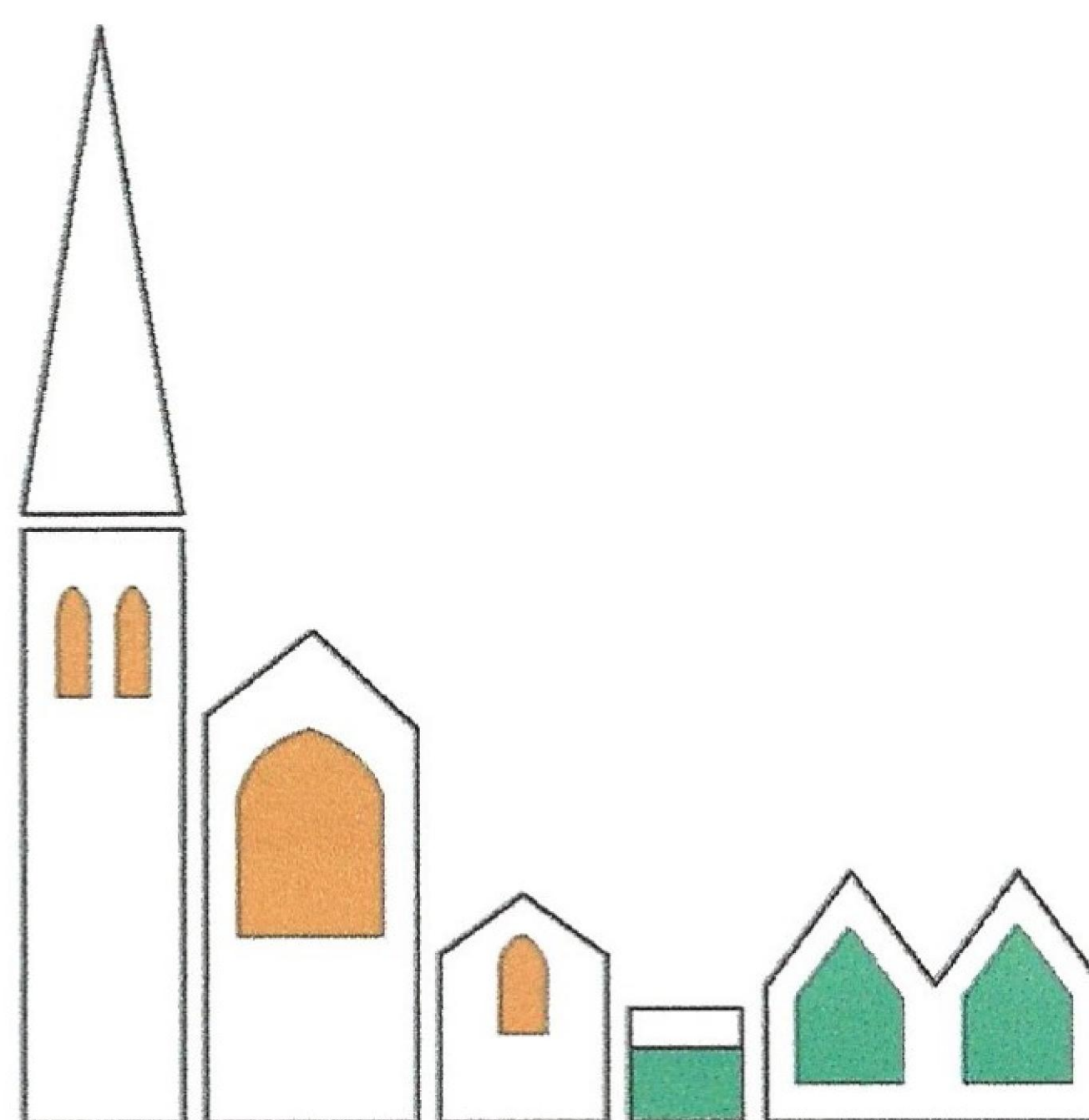


St Margaret's Church, Horsforth



Annual Report and Financial Statements of the Parochial Church Council

for the year ended 31st December 2020

Incumbent:

**Revd Nigel Sinclair
The Vicarage
Hall Park Avenue
Horsforth
Leeds LS18 5LY**

St Margaret's Church – Annual Report for 2020

Background

The Parochial Church Council (PCC) meets on the third Tuesday of the month when required (at least every other month). The PCC works with the Team clergy to promote the whole mission of the church; pastoral, evangelistic, social and ecumenical.

The PCC also has maintenance responsibilities for St Margaret's Church and for the Parish Centre, which is attached to the church and houses the Parish Office.

Membership

Members of the PCC may be ex-officio, elected by the Annual Parochial Church Meeting, or co-opted for a specific role. During 2020 the following served as members of the PCC:-

<i>Incumbent:</i>	Revd Nigel Sinclair	Chair
<i>Curate</i>	Revd Rachel Ford	
<i>Churchwardens:</i>	Mr Brian Daltrey	(1 st Appointed October 2020)
	Mrs Linda Jepson	(1 st Appointed April 2015)
<i>Deanery Representatives</i>	Ms Linda Jepson	Deanery Synod Rep
	Miss Jan Smith	Deanery Synod Rep
	Mrs Diane Childs	Deanery Synod Rep

Elected Members:

Mr Graham Fergusson	(elected 2018)
Miss Diane Caldeira	(elected 2018)
Mrs Zebia Thomas	(elected 2018)
Ms Amanda Cowie	(elected 2019) 2 nd (Secretary)
Mr Justin Ware	(elected 2019) 2 nd
Mrs Tracey Wright	(elected 2019) 2 nd
Mr Andrew Paterson	(elected 2019)
Mr Dan Hotten	(elected 2020)
Mr Andrew Lorimer	(elected 2020)
Mrs Diane Childs	(elected 2020)
Mrs Daryl Kelly	(elected 2020) 2 nd (Treasurer)

The Vision of St Margaret's Church is:

- To be a vibrant Christian community, worshipping God and being nourished and challenged spiritually;
- To be a body of people who welcome all and care in practical ways; and
- Who share the love, truth and power of God with the wider community in ways relevant for today's world.

St Margaret's is part of the Abbeylands Team, formed in June 2011, comprising the parishes of Hawksworth Wood with Moor Grange, Horsforth and Kirkstall.

The Revd Nigel Sinclair is Team Rector with specific responsibility within the Team for St Margaret's.

Committees

The PCC operates through a number of committees, which meet at least once a year and report back to full meetings of the PCC:

<i>Standing:</i>	makes decisions, if required, between regular PCC meetings and also draws up PCC agendas
<i>Building Management:</i>	oversees the maintenance of the church, Parish Centre & Church Hall
<i>Communications:</i> - Magazine - Website - Publicity	oversees the advertising, delivery and finances of the magazine and the church website, plans the monthly production of the parish magazine, "Tidings", and publicises what's happening at St Margaret's
<i>Finance:</i>	draws up the budget and, under the guidance of the Treasurer, oversees the financial affairs of St Margaret's
<i>Outreach and Nurture:</i>	explores ways of attracting new members and providing opportunities for study, discussion and learning.
<i>Worship</i>	developing worship

Church worship

The usual weekly pattern of services is:

Sunday: 8.00am Holy Communion (Suspended during COVID)

10.00am Morning Service

The service is either Holy Communion, a Family Service or Morning Worship

Junior Church is held in the Parish Centre

Baptisms are held monthly at a separate service in the afternoon and occasionally in the main service.

6pm Evening Service (replaced during COVID with online reflections)

Wednesday 10.00am Holy Communion

Electoral Roll

Number on the electoral roll this year: 133

The previous year there were 135. 4 names have been added to the roll and 6 have died (Penelope Cook, Jean Duncan, Nora Jarvis, Margaret Lambert, Harry Rhodes & Joan Weighill)

Review of the Year

There were seven meetings of the PCC in 2020, five of which took place over Zoom due to coronavirus restrictions. In January and February attention focussed on the 'new' font from St Barnabas Hightown and the moving of our old font outside (both of which happened in February) and the installation of a new ground source heating system for the Parish Centre. We also hosted the Diocesan launch of the Parish Giving Scheme which has been piloted at St Margaret's since the previous summer. This new arrangement for giving by Direct Debit has been popular and proved crucial in maintaining levels of congregational giving through the pandemic.

In March the national lockdown began. Our services moved online (initially from the Vicarage garden and study) the Community Café was transformed into a 'Food Hub', providing for households in need, and systems were put in place to provide pastoral care as best we could to all our congregation, with a particular focus on those living alone. St Margaret's were invited to be part of a new organisation, the 'Horsforth Community Aid Project' established to help the community through the crisis.

Many plans for 2020 needed to be changed. Our 'Mission Fortnight' in May was cancelled (though our online services attracted very large numbers of viewers and our impact in the community was bigger than we might have imagined). Plans to re-develop the South Porch area were adapted. The Bramall Foundation agreed to convert their 'match funded' offer of £70,000 to a 100% grant for the kitchen part of our plans. We developed this idea throughout the year and hope to have it ready to serve drinks when regulations allow.

The Yoga Café, who bought the shop unit adjacent to the Bell Chapel Site, requested permission to use part of our site for a one way system through the café (leaving by the fire-exit) and to put tables outside when the weather allows.

In July the church began to be re-opened with social distancing in place. The Farmer's Market also relocated to the churchyard for their monthly market, allowing for more space between stalls. Throughout the second half of the year St Margaret's continued to adapt to changing rules and maintain worship and service to the community as best we could.

Fabric Report

Having decided to replace our previous heating system with a completely new ground source system including new bore holes and a new heat transfer unit, installation began in February 2020. After some delays due to the lockdown it was completed in April. The font from St Barnabas Hightown was installed in February, our 'old' font being relocated outside.

Following new COVID regulations in March, most of our planned building maintenance work was suspended, including plans to redevelop the South Porch. Some work on the organ, replacing the humidifier, was carried out but the substantial repairs needed are still outstanding

Finance

The COVID pandemic led to restrictions on church attendance, closure of the parish centre and cancellation of almost all our fundraising events this year. Despite these challenges, our planned giving was maintained at a slightly higher level than 2019, largely thanks to the take-up of the Parish Giving Scheme in January.

While the '*Net movement in funds*' shows a deficit of just £2,059, this includes the grant of £70,000 received for the new kitchen (which will be spent in 2021). It therefore hides substantial losses in letting income from the Parish Centre (down £18K), £12.5K less income from events and fundraising and an underlying deficit which remains substantial.

Thanks to the reserves put aside from the sale of the old Church Hall, we have been able to weather the storm of the last twelve months far better than many other churches but there is still much work to be done, particularly in the area of congregational giving, to achieve a healthy financial outlook.

Deanery Synod

There were three Deanery Synod meetings in 2020, one 'in person' one via Zoom and one 'joint' cross-Leeds meetings followed by short 'local' meeting (on zoom) with a presentation on 'health & well-being'.

Safeguarding

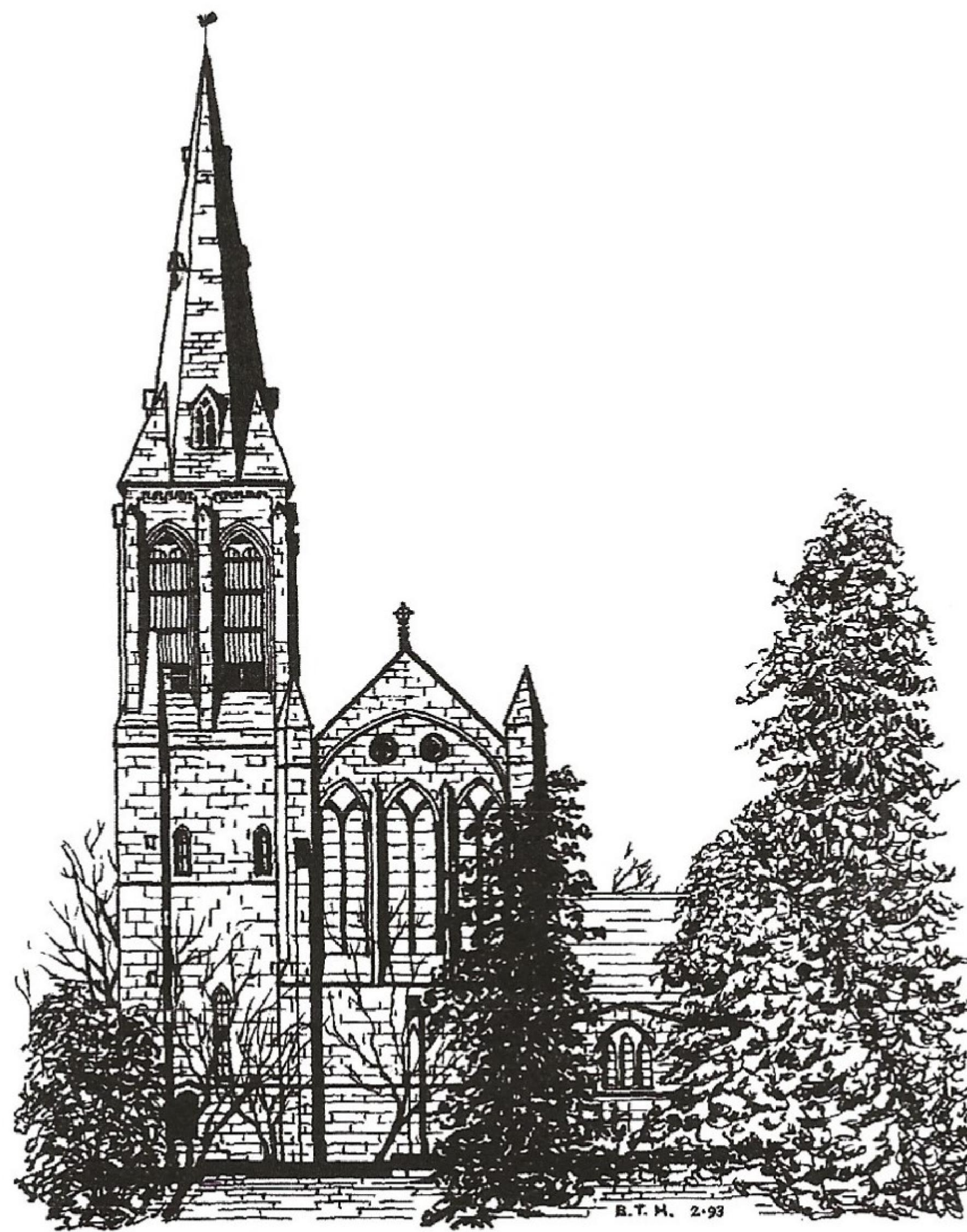
St Margaret's takes its responsibility for safeguarding The PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding and all the actions recommended have been carried out.

All members have been DBS checked. In November Eunice Glover, our Parish Safeguarding Officer, moved away from the parish. The PCC have agreed to appoint Rozel Daltrey as her replacement

No incidents were reported to the PCC in 2020.

St. Margaret's Church, Horsforth

Registered Charity Number 1132085



Accounts

for the Year Ended

31st December

2020

St. Margaret's Church, Horsforth

Registered Charity Number 1132085

Financial Statements for the Year Ended 31st December 2020

STATEMENT OF FINANCIAL ACTIVITIES

2019	Notes	Unrestricted Funds	Restricted Funds	Endowments	TOTAL 2019
Incoming Resources					
107,594	Voluntary income	87,032	71,398	-	158,430
11,080	Church activities	11,558	195	-	11,753
42,595	Activities for generating funds	11,648	-	-	11,648
3,498	Investment income	3,587	-	-	3,587
<u>164,767</u>	Total Incoming Resources	<u>113,825</u>	<u>71,593</u>	<u>-</u>	<u>185,418</u>
Resources Expended					
145,098	Church activities	129,250	3,646	-	132,896
43,640	Church running costs	50,022	-	-	50,022
9,504	Parish Centre costs	4,255	-	-	4,255
1,774	Costs of generating funds	305	-	-	305
<u>200,016</u>	Total Resources Expended	<u>183,831</u>	<u>3,646</u>	<u>-</u>	<u>187,477</u>
					-
(35,249)	Net movement in funds	(70,007)	67,947	-	(2,059)
501,563	Balances brought forward on 1 January	464,264	1,715	335	466,314
<u>466,314</u>	Balances carried forward on 31 December	<u>394,257</u>	<u>69,662</u>	<u>335</u>	<u>464,255</u>

St. Margaret's Church, Horsforth

Registered Charity Number 1132085

Financial Statements for the Year Ended 31st December 2020

BALANCE SHEET AT 31 DECEMBER 2020

Total 2019 £		Notes	Unrestricted Funds £	Restricted Funds £	Endow- ments £	20
TANGIBLE FIXED ASSETS						
52,999	Church equipment	2.1	83,277	-	-	83,277
<u>52,999</u>			<u>83,277</u>	<u>-</u>	<u>-</u>	<u>83,277</u>
CURRENT ASSETS						
Cash at Bank and in Hand						
21,987	Barclays Bank Community account [General]		84,308			84,308
166,504	CBF general account		81,504	-	-	81,504
53,274	Yorkshire Bank current account		56,922	69,664	335	126,921
1,545	Loan as guarantor	2.2	1,545	-	-	1,545
80,000	United Trust Bank		81,564	-	-	81,564
80,000	Cambridge Building Society		-			-
630	Flower Fund		-	519	-	519
120	Cash & cheques in hand	2.3	120	-	-	120
<u>404,060</u>			<u>305,963</u>	<u>70,183</u>	<u>335</u>	<u>376,481</u>
Debtors						
7,183	Gift Aid repayments due from HMRC		5,017	-	-	5,017
2,590	Parish Centre letting fees due		-	-	-	-
	Wedding & funeral fees due		-	-	-	-
	Church events & letting fees due		-	-	-	-
<u>9,773</u>			<u>5,017</u>	<u>-</u>	<u>-</u>	<u>5,017</u>
Current Liabilities						
-	Leeds Diocesan Board of Finance (wedding & funeral fees)		-	-	-	-
518	Collections for charities	2.4	-	521	-	521
<u>518</u>			<u>-</u>	<u>521</u>	<u>-</u>	<u>521</u>
Total Liabilities						
<u>413,315</u>	NET CURRENT ASSETS		<u>310,980</u>	<u>69,662</u>	<u>335</u>	<u>380,977</u>
<u>466,314</u>	TOTAL NET ASSETS		<u>394,257</u>	<u>69,662</u>	<u>335</u>	<u>464,255</u>

Approved by the Parochial Church Council on 30th April 2021 and signed on its behalf by :

Rev. Nigel Sinclair
Rector

N.C. Sinclair

D Kelly
Hon Treasurer

D Kelly

Margaret's Church, Horsforth

Registered Charity Number 1132085

Financial Statements for the Year Ended 31st December 2020

INCOMING RESOURCES 2020

2019			Unrestricted Funds	Restricted Funds	Total 2020
	Voluntary Income				
52,569	Gift Aided giving		53,067	-	53,067
9,218	Other planned giving		6,698	-	6,698
5,001	Open plate collections		4,870	-	4,870
24,500	Donations, grants & legacies	3.1	8,482	71,398	79,880
16,306	Gift Aid recovered		13,914	-	13,914
<u>107,594</u>			<u>87,032</u>	<u>71,398</u>	<u>158,430</u>
	Church Activities				
3,971	Fees for weddings and funerals		3,794		3,794
-	Insurance claims		-	-	-
-					
5,885	HCAP/Community café	3.2	7,764	-	7,764
1,224	Flower fund		-	195	195
<u>11,080</u>			<u>11,558</u>	<u>195</u>	<u>11,753</u>
	Activities for Generating Funds				
27,346	Letting fees from Parish Centre		9,169	-	9,169
8,442	Events and concerts in church		1,948	-	1,948
6,807	Other fundraising activities		531	-	531
-	Sundry income			-	-
<u>42,595</u>			<u>11,648</u>	<u>-</u>	<u>11,648</u>
	Investment Income				
3,498	Interest & dividends		3,587	-	3,587
<u>3,498</u>			<u>3,587</u>	<u>-</u>	<u>3,587</u>
<u>164,767</u>	Total Incoming Resources		<u>113,825</u>	<u>71,593</u>	<u>185,418</u>

St. Margaret's Church, Horsforth

Registered Charity Number 1132085

Financial Statements for the Year Ended 31st December 2020

RESOURCES EXPENDED 2020

2019		Notes	Unrestricted Funds	Restricted Funds	TOTAL 2020
	Church Activities				
£103,909.00	Parish share of diocesan costs		98,974	-	98,974
3,533	Team Council & other dues		260	1,056	1,316
909	Fees from weddings & funerals		254	633	887
8,769	Services & pastoral		7,317	-	7,317
5,602	Music, choir & organist		2,586	-	2,586
6,584	Office & administration		10,115	470	10,585
2,461	Photocopying & printing		1,819	-	1,819
3,875	Grants & donations made	4	-	1,179	1,179
535	Bank charges		107	-	107
2,086	Events & concerts in church		19	-	19
5,659	Community Café/HCAP	4	7,798	-	7,798
1,176	Flower fund		-	308	308
<u>145,098</u>			<u>129,250</u>	<u>3,646</u>	<u>132,896</u>
	Church Running Costs				
8,016	Gas		8,099	-	8,099
3,214	Electricity		3,390	-	3,390
107	Water		54	-	54
5,310	Insurance		5,589	-	5,589
533	Storage garage rental		543	-	543
1,689	General maintenance		2,188	-	2,188
6,104	Caretaking & cleaning		4,166	-	4,166
6,282	Building & related work		9,164	-	9,164
15	Equipment & improvements		1,635	-	1,635
1,475	Organ tuning & repairs		6,058	-	6,058
10,895	Depreciation of church equipment		9,137	-	9,137
-	Sundry payments		-	-	-
<u>43,640</u>			<u>50,022</u>	<u>-</u>	<u>50,022</u>
	Parish Centre Costs				
9,222	Heating, maintenance & administration		4,120	-	4,120
282	Equipment & improvements		135	-	135
<u>9,504</u>			<u>4,255</u>	<u>-</u>	<u>4,255</u>
	Costs of Generating Funds				
1,774	Other fund-raising event costs		305	-	305
<u>1,774</u>			<u>305</u>	<u>-</u>	<u>305</u>
<u>200,016</u>	Total Resources Expended		<u>183,831</u>	<u>3,646</u>	<u>187,477</u>

St. Margaret's Church, Horsforth

Registered Charity number 1132085

Notes to the Annual Accounts 2020

1. ACCOUNTING POLICIES

Basis of Financial Statements

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention. The statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund Accounting

Unrestricted funds are income funds which can be spent on the general purposes of the PCC.

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. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Designated funds are general funds set aside by the PCC for use in the future for specific projects or purposes. They remain unrestricted and the PCC may move any surplus to other general funds.

Endowment funds are funds of which the capital 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 on the purpose for which the endowment was established in the first place.

Incoming Resources

Planned giving, collections and similar donations are recorded 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 reasonably certain and the amounts due are readily 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 by the PCC are accounted for when paid over or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

St. Margaret's Church, Horsforth

Registered Charity number 1132085

Notes to the Annual Accounts 2020

Fixed Assets

Consecrated and benefice property is not included in the accounts, in accordance with sections 10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings that are held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property. A register is currently being compiled of the church's inventory.

This is the seventh year that the church equipment has been depreciated. A rate of 20% of the reducing balance has been adopted.

2. NOTES ON THE BALANCE SHEET

2.1 Church equipment is valued after depreciation, as shown in Section 8 below.

2.2 St. Margaret's loaned a returnable deposit as guarantor for a rented house.

2.3 Petty cash float £120.

2.4 Charity collections owed: Craft Aid International £521.

3. INCOMING RESOURCES

3.1 Donations received include an anonymous gift from a parishioner of £8,000, a grant of £70,000 from The Brammall Foundation for the installation of a small kitchen at the back of church and a grant of £482 from Leeds Diocese as a contribution towards costs of improving technology for broadcasting church services.

3.2 From March 2020 it was no longer possible for the Horsforth Community Café to operate due to lockdown restrictions but it continued to provide food parcels for members of the community in need in co-operation with the Horsforth Community Aid Project. Income is stated after a contribution to the Parish Centre costs.

4. RESOURCES EXPENDED

Grants and Donations – due to the uncertainty due to the restrictions and lockdowns caused by the Covid 19 pandemic, it was decided to defer paying out any grants or donations until the following financial year.

St. Margaret's Church, Horsforth

Registered Charity number 1132085

Notes to the Annual Accounts 2020

However, our partnership with Horsforth Community Cafe enabled the following donations: -

Food Revival (formerly The Real Junk Food Project)	£1,750
Hidden Heroes (purchase freezer)	£ 500
Warwick Community Centre (kitchen equipment)	£ 250
Children's Centre (purchase cooker for family in need)	£ 240
Total	<u>£2,740</u>

Money raised for restricted purposes through funeral collections, raffles and special appeals is not included in these accounts.

Staff Costs are included in the accounts as parts of the relevant major costs. We employed eight part-time staff during the course of the year: organist, two church administrators, two Junior Church leaders, one church caretaker, one Junior Choir leader and a Parish Centre cleaner. The total employment costs for the year were £20,483. This is after a claim under the government furlough scheme of £3604.

Payments to members of the Parochial Church Council

No members of the PCC received any remuneration in the year to 31 December 2020

4. RESTRICTED FUNDS

31 Dec 2019	Fund Title	31 Dec 2020
£350	Lady Chapel Gates Fund	£350
£582	Flower Fund	£630
£735	Parishioner rental fund	£735
£932	Total	£1,715

6. ENDOWMENT FUNDS

31 Dec 2019	Fund Title	31 Dec 2020
£335	The Bells Fund, the HH Newton Fund, the H Hutchinson Memorial Fund and the H Clayton Memorial Fund	£335

St. Margaret's Church, Horsforth

Registered Charity number 1132085

Notes to the Annual Accounts 2020

7. DESIGNATED FUNDS

Unrestricted funds set aside in 2016 by the Parochial Church Council for specific purposes: -

Fund Title	January 2016	1 January 2019	Utilised in the year	31 December 2020
Building Fund	£200,000	£177,816	£9,164	£168,652
Outreach and Mission Fund	£100,000	£ 92,263	£4,315	£ 87,948
Long Term Reserve	£100,000	£ 90,172	£39,312	£ 50,860
Total designated reserve funds	£400,000	£360,251	£22,096	£307,460

8. FIXED ASSETS

Tangible Fixed Assets (Unrestricted)

Depreciation of church equipment is charged at 20% of the net book value at the start of the year and additions during the year. The ground source heating for the Parish Centre will be depreciated at 20% per annum over 20 years.

	Ground Source Heating	Church Equipment	Total
Cost	£	£	£
At 1 January 2020	9,828	147,731	157,559
Additions during the year	39,415	0	39,415
31 December 2020	49,243	147,731	196,974
Depreciation			
At 1 January 2020	82	104,478	104,560
Charge for the year	486	8,651	9,137
Total to 31 December 2020	568	113,129	113,697
Net Book Value			
At 31 December 2020	48,675	34,602	83,277
At 31 December 2019	9,746	43,253	52,999

9. RESERVES

The policy of the Parochial Church Council is to attempt to maintain a reserve of unrestricted funds equivalent to six months' normal expenditure, in order to smooth out fluctuations in cash flow and to meet emergencies. At the end of 2020, the unrestricted funds available provided a reserve well in excess of the target.

PAROCHIAL CHURCH COUNCIL OF ST. MARGARET'S CHURCH, HORSFORTH

Independent Examiner's Report to the members of St Margaret's Church, Parochial Church Council

I report on the accounts for the year ended 31 December 2020 which are set out on pages 1 to 8.

RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER

The members of the PCC are responsible for the preparation of the accounts and they 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 required.

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 Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

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 PCC and a comparison of the accounts with those of the records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the managing committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion as to whether "a true and fair view" is given by the accounts and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.



Jenna Taylor MAAT ACCA
5 St Davids Close
Robin Hood
Wakefield
WF3 3TQ

Dated: 1 May 2021