

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020  
FOR  
Shottery St. Andrews Church**

C Wiltshire & Co  
Chartered Accountants  
17 Greenhill Street  
Stratford upon Avon  
CV37 6LF

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FOR THE YEAR ENDED 31ST DECEMBER 2020**

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## **Shotton St. Andrews Church**

### **ANNUAL REPORT OF THE PCC FOR THE YEAR ENDED 31ST DECEMBER 2020**

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#### **Administrative information**

St Andrew's Church is situated in Church Lane, Shotton on the western edge of the town of Stratford-on-Avon and close to Anne Hathaway's Cottage. It is part of the Fosse Deanery within the Diocese of Coventry within the Church of England. The correspondence address is: St. Andrew's Vicarage, Church Lane, Shotton, Stratford-upon-Avon, Warwickshire, CV37 9HQ.

Incumbent (Vicar): Reverend Craig Grocock BA

Assistant Curate: Reverend Mike Stewart

Associate Minister: Reverend Dr Paul Edmondson

Clergy with Permission to Officiate: Revd. Canon David Capron, Revd. Mary Crameri,  
Assisting Minister: Reverend Joan Whyman

Readers: Mrs. Jan Walker and Ms. Sarah Cushing

Churchwardens: Mr Robert Macvie & Mr. David Whyman

Churchwardens Emeritus: David Challis & Jackie Daniels

Representatives on the Deanery Synod: Orion Johnson (Lay Chair), Pat Morris, Jackie Daniels

Coventry Diocesan Synod: Rev'd Craig Grocock

#### **Parochial Church Council**

Members: Jackie Daniels, Sylvaine Gravestock, Jane Ireland, Orion Johnson, Bob Macvie (Churchwarden), Bob Robbins, Clodagh Mallison, Hilary Mattocks, Patricia Morris, Carole Taylor, Sarah Cushing, David Millington, Jan Walker, David Whyman (Churchwarden), Chris Susnik, Hilary Capron, Liz Talbot, Jenny Gregg, Fran Kibblewhite.

Vice Chairman: David Whyman

Treasurer: Carole Taylor

Secretary: David Millington

Safeguarding Officers: David Millington & Liz Talbot

PCC Standing Committee: Rev'd Craig Grocock, Rev'd Mike Stewart, David Whyman, Bob Macvie, Carole Taylor, David Millington.

#### **Structure, governance and management**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged and entitled to register on the church Electoral Roll and stand for election to the PCC.

#### **Objectives and activities**

St Andrew's PCC has the responsibility of co-operating with the Vicar, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Andrew's, Church Lane, Shotton, Stratford-upon-Avon, Warwickshire, CV37 9HQ.

**ANNUAL REPORT OF THE PCC  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

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**Church attendance**

There are 150 parishioners on the Church Electoral Roll, of whom 72 are not resident within the parish. The average adult (16+) weekly attendance was 140.

Attendance on Easter Day was 140 and at Christmas Day 152.

Note: Due to the Covid-19 pandemic, worship since March 2020 has been via 'zoom'.

**Summary of the year**

The full PCC met 6 times during the year, three of these meeting via zoom due to the Covid-19 pandemic. The Standing Committee met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.

**Parochial Church Council**

Throughout the year the PCC had discussions about: Diocesan and St. Andrew's budgets and accounts; arrival and welcomed of new curate, Advent Course, NCD outcomes and planning, new PCC governance structure, Safeguarding, new marriage legislation, Quinquennial survey and outcomes, worship provision and pastoral care during Covid-19; Audio visual needs, Parish Share. Regular reports were given to the PCC from Fabric, Finance and Parish Centre Management Committees as well as Deanery & Diocesan Synods.

We have representatives on organisations such as Stratford Churches Together, the Street Pastors Scheme and Coventry Cathedral. Reports on their various activities were received throughout the year. There were training events organized by the Diocese that members of the PCC attended throughout the year.

**Financial reserves policy.**

There is no PCC policy to maintain a balance on unrestricted funds to cover emergency situations that may arise from time to time.

It is our policy to invest our funds balances with the CBF Church of England Deposit Fund.

The trustees present their report with the financial statements of the charity for the year ended 31st December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Approved by the PCC on  
(PCC Chairman)

and signed on their behalf by Rev'd Craig Grocock

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SHOTTERY ST. ANDREWS CHURCH**

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### **Independent examiner's report to the trustees of Shottery St. Andrews Church**

I report to the charity trustees on my examination of the accounts of Shottery St. Andrews Church (the Trust) for the year ended 31st December 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 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Patrick Alan Jones  
Chartered Accountant  
C Wiltshire & Co  
Chartered Accountants  
17 Greenhill Street  
Stratford upon Avon  
CV37 6LF

Date: 7th May 2021

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

		2020 Total funds £	2019 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies		73,658	72,341
Other trading activities	2	9,415	32,896
Investment income	3	2	4
Other income		<u>17,907</u>	<u>25,428</u>
<b>Total</b>		100,982	130,669
 <b>EXPENDITURE ON</b>			
Raising funds	4	89,002	101,133
Other		<u>1,062</u>	<u>1,044</u>
<b>Total</b>		<u>90,064</u>	<u>102,177</u>
 <b>NET INCOME</b>		10,918	28,492
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<u>135,442</u>	<u>106,950</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>146,360</u></u>	<u><u>135,442</u></u>

The notes form part of these financial statements

## Shottery St. Andrews Church

### BALANCE SHEET 31ST DECEMBER 2020

		2020 Unrestricted fund £	2019 Total funds £
	Notes		
<b>FIXED ASSETS</b>			
Tangible assets	7	6,191	4,713
Investments	8	<u>153,042</u>	<u>138,875</u>
		159,233	143,588
<b>CURRENT ASSETS</b>			
Debtors	9	14,419	10,296
Cash at bank		<u>58,642</u>	<u>51,000</u>
		73,061	61,296
<b>CREDITORS</b>			
Amounts falling due within one year	10	(85,934)	(69,442)
		<u></u>	<u></u>
<b>NET CURRENT ASSETS</b>		<u>(12,873)</u>	<u>(8,146)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		146,360	135,442
		<u></u>	<u></u>
<b>NET ASSETS</b>		<u>146,360</u>	<u>135,442</u>
<b>FUNDS</b>	11		
Unrestricted funds		<u>146,360</u>	<u>135,442</u>
<b>TOTAL FUNDS</b>		<u>146,360</u>	<u>135,442</u>

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
Revd. Craig Grocock  
Chairman Parochial Church Council

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the 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 is 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.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). Items acquired since 1st January 2005 have been capitalised and depreciated over their estimated useful economic life. Church equipment being depreciated at 15% reducing balance.

Investments are valued at market value at 31st December.



**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

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**1. ACCOUNTING POLICIES - continued**

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

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 each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

**2. OTHER TRADING ACTIVITIES**

	2020	2019
	£	£
Activities for generating funds: Events proceeds	1,949	8,120
Fund-raising (Searchlight)	1,076	1,647
Fund-raising (Parish Centre)	619	5,089
Hall hire	4,196	13,660
Fees	<u>1,575</u>	<u>4,380</u>
	<u>9,415</u>	<u>32,896</u>

**3. INVESTMENT INCOME**

	2020	2019
	£	£
Dividends and interest	<u>2</u>	<u>4</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**4. RAISING FUNDS**

**Investment management costs**

	2020	2019
	£	£
Ministry and charitable giving	550	733
Ministry costs	1,376	1,979
Upkeep of Church	3,480	3,516
Repairs	-	487
Parish Centre	4,296	5,193
Upkeep of services	3,798	6,923
Diocesan	62,470	64,627
Flowers	56	260
Church management and administration	11,018	14,320
Depreciation	<u>1,105</u>	<u>831</u>
	<u>88,149</u>	<u>98,869</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2020 nor for the year ended 31st December 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended 31st December 2019.

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	72,341
Other trading activities	32,896
Investment income	4
Other income	<u>25,428</u>
<b>Total</b>	130,669
 <b>EXPENDITURE ON</b>	
Raising funds	101,133

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £
Other	<u>1,044</u>
<b>Total</b>	<u>102,177</u>
<b>NET INCOME</b>	28,492
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	<u>106,950</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>135,442</u></u>

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1st January 2020	7,978	21,320	598	29,896
Additions	<u>-</u>	<u>488</u>	<u>2,095</u>	<u>2,583</u>
At 31st December 2020	<u>7,978</u>	<u>21,808</u>	<u>2,693</u>	<u>32,479</u>
<b>DEPRECIATION</b>				
At 1st January 2020	5,612	19,014	557	25,183
Charge for year	<u>355</u>	<u>419</u>	<u>331</u>	<u>1,105</u>
At 31st December 2020	<u>5,967</u>	<u>19,433</u>	<u>888</u>	<u>26,288</u>
<b>NET BOOK VALUE</b>				
At 31st December 2020	<u>2,011</u>	<u>2,375</u>	<u>1,805</u>	<u>6,191</u>
At 31st December 2019	<u>2,366</u>	<u>2,306</u>	<u>41</u>	<u>4,713</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

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**8. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>MARKET VALUE</b>	
At 1st January 2020	138,875
Revaluations	<u>14,167</u>
At 31st December 2020	<u>153,042</u>
<b>NET BOOK VALUE</b>	
At 31st December 2020	<u>153,042</u>
At 31st December 2019	<u>138,875</u>

There were no investment assets outside the UK.

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Other debtors	6,313	1,586
Tax recoverable	<u>8,106</u>	<u>8,710</u>
	<u>14,419</u>	<u>10,296</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Restricted Funds		
Bequests	58,078	59,930
Childrens' activities	2,009	2,168
Bishopton Activities	2,809	2,808
Pilgrimages	2,300	2,100
L. Robson Scholarship	-	6
Vicar's Board	50	50
Vicar's Discretion	255	255
Deanery Picnic	-	139
Other	-	196
	<u>65,501</u>	<u>67,652</u>
Total restricted funds		
Plaque maintenance	707	732
Fees account expenses	2122	958
Other	17604	100
	<u>17604</u>	<u>100</u>
	<u>85,934</u>	<u>69,442</u>

**11. MOVEMENT IN FUNDS**

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds	<u>135,442</u>	<u>10,918</u>	<u>146,360</u>
Total funds	<u>135,442</u>	<u>10,918</u>	<u>146,360</u>

Net movement in funds included in the above are as follows:

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

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**11. MOVEMENT IN FUNDS - continued**

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	<u>100,980</u>	<u>90,062</u>	<u>10,918</u>
	<u>100,980</u>	<u>90,062</u>	<u>10,918</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st December 2020.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	2020 Total funds £	2019 Total funds £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Planned giving: Gift Aid donations	50,127	49,252
Tax recoverable	13,011	13,112
Other planned giving	1,650	3,419
Collections (open plate)	1,799	4,503
Donations	<u>7,071</u>	<u>2,055</u>
	73,658	72,341
<b>Other trading activities</b>		
Activities for generating funds: Events proceeds	1,949	8,120
Fund-raising (Searchlight)	1,076	1,647
Fund-raising (Parish Centre)	619	5,089
Hall hire	4,196	13,660
Fees	<u>1,575</u>	<u>4,380</u>
	9,415	32,896
<b>Investment income</b>		
Dividends and interest	2	4
<b>Other income</b>		
on revaluation	14,167	25,428
Job retention scheme grants	<u>3,740</u>	<u>-</u>
	<u>17,907</u>	<u>25,428</u>
<b>Total incoming resources</b>	100,982	130,669
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Fund-raising trading costs	853	2,264

This page does not form part of the statutory financial statements

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	2020 Total funds £	2019 Total funds £
<b>Other trading activities</b>		
<b>Investment management costs</b>		
Ministry and charitable giving	550	733
Ministry costs	1,376	1,979
Upkeep of Church	3,480	3,516
Repairs	-	487
Parish Centre	4,296	5,193
Upkeep of services	3,798	6,923
Diocesan	62,470	64,627
Flowers	56	260
Church management and administration	11,018	14,320
Depreciation of tangible fixed assets	<u>1,105</u>	<u>831</u>
	88,149	98,869
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy	<u>1,062</u>	<u>1,044</u>
Total resources expended	<u>90,064</u>	<u>102,177</u>
<b>Net income</b>	<u><u>10,918</u></u>	<u><u>28,492</u></u>

This page does not form part of the statutory financial statements