

CHURCH OF ENGLAND

ST JOHN'S CHURCH, FELBRIDGE
ANNUAL REPORT 2020

ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF ST JOHN'S FELBRIDGE
Registered Charity number 1132388
For the year ended 31 December 2020

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St John's Church, Felbridge

Vicar

The Revd Mark Francis, The Vicarage,
8 The Glebe, Felbridge, East Grinstead RH19 2QT

Independent Examiner:

Mr Michael Robinson, FCCA, ACA. Brooks & Co. Chartered Accountants,
Hampton House, High Street, East Grinstead, RH19 3AW

Bankers:

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, Kent, ME19 4JQ
NatWest plc, 15, London Road, EG, RH19 1GP

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL of ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING 31 DECEMBER 2020

The Parochial Church Council (PCC) has pleasure in presenting its report and the Financial Statements of the Charity for the year ended 31st December 2020. The Financial Statements have been prepared in accordance with the policies set out on page 9 and comply with the Church Accounting Regulations 2006 and applicable law.

ADMINISTRATIVE INFORMATION

The Parochial Church Council of the Ecclesiastical Parish of St John's, Felbridge was registered as a charity in September 2009, and its governing document is the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules. The Charity registration number is 1132388.

During the year, the following served as members of the Parochial Church Council (PCC) and as Trustees:

Vicar:	Mark Francis	(Chairman)
Churchwardens:	Andy Brown	(until Meeting of Parishioners 2021)
	Phil Tadman	(until Meeting of Parishioners 2021)
Representatives on the Deanery Synod:	Claire Johnson	(until APCM 2020)
	Luke Markham	(until APCM 2020)
	Nick Smith	(until APCM 2023)
	Phil Tadman	(until APCM 2023)
Elected members:	Paula Blake	(resigned Sept 2020)
	David Brows	(until APCM 2020)
	Hedley Cooper	(until APCM 2021)
	Diane Francis	(until APCM 2022)
	Malcolm Francis	(until APCM 2023)
	David Legg (Secretary)	(until APCM 2023)
	Miriam Markham	(until APCM 2023)
	Chris Saunders (Treasurer)	(until APCM 2022)
	Lynn Viviers	(until APCM 2022)
	Brenda Wilkinson	(until APCM 2023)
Ex-officio (Readers)	Celia Ensum	

Structure, governance and management

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods plus up to twelve members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC, and we try to ensure a balance of skills and experience where possible. The 2020 Easter Vestry Meeting, now known as the Meeting of Parishioners and the APCM took place on 27th October 2020.

Objectives and activities

The primary objective of St John's PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, and our mission statement is 'to win and build followers of Jesus Christ'. The PCC has the responsibility of cooperating with the Vicar, the Revd Mark Francis in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic, social and ecumenical. The PCC has given consideration to the Charity Commission's general guidance on public benefit under Section 17 of the 2011 Charities Act.

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL of ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING 31 DECEMBER 2020

Electoral Roll and Church Attendance

Following the annual revision of the Electoral Roll (ER) in 2020 there were 184 (2019:182) people on the ER at 10th October 2020, 50 (2019:51) of whom were resident within the parish. Eleven (2019: four) new members were added during the year with a loss of eight (2019: thirteen) members in the same period.

The revision of the ER in October 2020 means that it reflects the regular commitment to St John's as names have been removed due to death and members who had moved since the last full review in 2019. The average weekly attendance on a usual Sunday in 2020 pre-March 22nd (the date of the first livestream) was 150 (2019:159) adults, plus 31 (2019:32) children/young people. From March 22nd onwards, the average number of 'views' on YouTube for online services was 212 (please note that this number doesn't take into account where couples/families were watching together).

The average attendance of youth and children at online groups from March 22nd onwards was: The Rock (3-10s) 12; BOSS (10-18s) 13; Verve (11-14s) 8 and TBS (14-18s) 6.

The 'worshipping community' at the end of 2020 was 264, including 61 under 18, as reported on the 2020 Church of England statistics for mission return.

ACHIEVEMENTS OF THE YEAR

Because of COVID-19 restrictions, the APCM was delayed until October 2020 and those PCC members who were due to stand down kindly continued in post until the APCM was held. At the Vestry meeting in 2020 Phil Tadman and Andy Brown were re-elected as churchwardens and at the Annual Parochial Church Meeting (APCM) following this, three people (Malcolm Francis, Miriam Markham and Brenda Wilkinson) were elected to the PCC to replace those whose term of office had come to an end (David Brows, Claire Johnson and Luke Markham). David Legg was willing to continue for further period of three years and was also duly elected. Nick Smith and Phil Tadman were re-elected to serve as representatives on the Deanery Synod and no further elections took place. This gave a total number of PCC members for the remainder of the year of twelve plus one ex-officio members. At its November 2020 meeting, the PCC elected David Legg as Secretary and Electoral Roll Officer and Chris Saunders as Treasurer. The PCC met six times with an average attendance of 12.

PCC meetings always begin with a Bible reading and a time of prayer in order to seek the Lord's guidance in its discussions. Each meeting includes a review of both the church's finances and safeguarding. Team leaders also present a report of the activities of that team since the preceding meeting. Meetings from 24th March 2020 onwards including the APCM were held using video conferencing software because of restrictions on face-to-face meetings due to COVID-19

The major topics discussed by the PCC during the year were:

- regular review of the effectiveness of 'virtual' and physical services and meetings offered at St John's during the pandemic and the possible changes post-COVID-19
- the St John's Vision Process for 2020 and beyond – Disciple Making Disciples
- the agreement of the draft budget for 2021
- the future staffing opportunities and requirements at St John's – appointment of Tim Dullaway and change of role for Luke Markham
- the results of the Quinquennial report on our church building
- the establishment of a St John's Discretionary Fund for cases of urgent financial need

Amongst other topics discussed were safeguarding; remuneration for PCC employees; the Parish Support Fund and our contributions to it and the distribution of funds raised through the World Mission Gift Day. Many other matters were discussed as part of individual team reports.

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL **ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING DECEMBER 2020**

FINANCIAL REVIEW

We thank God for sustaining the finances of St John's during 2020, which has been a difficult year for many people and local churches due to the outbreak of coronavirus and measures taken in attempts to restrict the spread of the virus. We are very grateful to all those who have supported St John's through their prayers and donations. This enabled the mission and ministry of St John's to continue, and also enabled St John's to rapidly adjust operations in order to grasp the opportunities to reach more people with the gospel via online communications. This also highlighted the importance of regular voluntary income provided by members. Standing orders and bank transfers are well used. The full annual accounts are available on pages six to seventeen, but some points of interest to highlight are as follows:

Result:

The total funds of the PCC increased by £5,272 during 2020 to £215,435 at 31 December 2020 (2019: £210,163). The total funds included £3,487 restricted funds (2019: £3,453), the balance of funds being designated £36,708 (2019: £31,708) and undesignated unrestricted reserves of £175,240 (2019: £175,002).

Income:

Total income was £174,100 being significantly down from 2019 (2019 included a legacy whereas 2020 did not) but exceeded total expenditure by £4,465. The 2020 annual accounts provide both encouragements and challenges as we progress and implement a revised vision and mission action plan during 2021.

The full range of methods used to make financial contributions were not possible during 2020, particularly cash offerings, cheques, and the envelope scheme, but we have been encouraged to receive donations via alternative methods of giving by some who may have made cash donations in the past. Standing order and bank transfers plus the use of giving agency charities (eg Charities Aid Foundation and Stewardship) accounted for most of the income received. Many of the donations in 2020 were made tax effectively which enabled the PCC to make tax repayment claims totalling £27,736 in relation to donations received from members who have a valid Gift Aid declaration in place. The PCC encourages tax-effective giving and recommends all those who pay income and/or capital gains tax, to review their method of giving, to ensure their donations are as tax efficient as possible. If any reader is currently not giving by tax-efficient methods and wishes to consider tax-efficient options, then please contact a member of the finance team.

Expenditure:

Total expenditure for the year was £169,635 (2019 £175,604), being a decrease compared to 2019 due primarily to adjustments in activities as a result of the pandemic. The sum of £67,932 was paid to the Diocesan Parish Support Fund (PSF) in 2020 (2019 £66,600). This contribution to the diocese covers the housing, stipend and pension costs of clergy, plus amounts for diocesan central costs, clergy training and a contribution to national church funds. The PSF requires the PCC to offer a pledged contribution to the diocese by 30th June each year, for payment during the following year. The pledge is made by the PCC as they apply the three main principles of the PSF, being proportionality, informed generosity and an encouragement to be self-financing. The PCC submits the annual pledge to the Archdeacon, who has accepted the pledge of £67,932 for 2021. In addition to the pledge, the diocese receives wedding and funeral fees from the PCC, and income from the Margary Trust, as explained on page 17, note 14 of the financial statements.

Funds:

As stated above, the funds totalled £215,435 at the end of 2020 (2019 £210,163). The funds include a designated Quinquennial fund, for use in attending to church repairs, following the 2019 Quinquennial Inspection Report. Details of the funds at 31 December 2020 are shown in note nine of the accounts. The funds together with the ongoing financial support of church members, will help the parish achieve its mission and ministry objectives for 2021.

The Future:

In November 2020 the PCC agreed 2021 budget commitments totalling £210,000 (2019 £192,000) to progress the work and mission of the church, noting our current commitments, our vision and desire to reach out to the parish and beyond with the Gospel of the Lord Jesus Christ. The PCC trust that the members of St John's will continue to support the work of the church, and the significant challenges that lie ahead by their prayers and financial gifts.

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL, ST JOHN'S FELBRIDGE, FOR THE YEAR ENDING DECEMBER 2020

Reserves Policy:

The PCC review their reserves at their meetings, as the aim is to hold a minimum of three months of the previous year's regular operating expenditure as unrestricted reserves. This level is to enable the PCC to be a responsible employer and to manage its commitments, including its annual pledge to the Diocesan Parish Support Fund. In addition, a transfer of £5,000 is made each year from the General Fund to the Quinquennial Fund. The Quinquennial fund is used primarily to achieve work required, as specified in Inspecting Architect's reports following Quinquennial inspections. A Quinquennial Survey was carried out in September 2019, and the next one is due to be completed in 2024.

Investment Policy:

The PCC invest funds with CCLA via a Church of England Investment Fund and a Deposit Account. The main PCC bank account is with CAF Bank Ltd. The PCC seeks to keep any surplus liquid funds in short-term deposits, which can be readily available, but interest rates remain very low.

The PCC are grateful for the work of the Finance Team, who themselves appreciate the engagement of the PCC in finance matters, and the support of others with particular roles relating to the finances of the church. These include the Sidespersons/Welcomers, task teams, the church Bookstall, and all who contribute to St John's, and its stewardship of resources entrusted to the PCC.

RISK ASSESSMENT

St John's Church has established a Risk Management Process to identify and manage the risks to which the Church is exposed. The PCC supports a four-stage Risk Management Process which involves (1) identifying the potential risks to which St John's is exposed and logging them in a Risk Register; (2) an assessment of the potential impact and probability of those risks crystallising; (3) an agreement that the high-level risks will have appropriate controls or action plans to mitigate them; and (4) an ongoing Monitoring Process to review the existing/new risks as well as the progress with respect to completing the high-level risk action plans. The key risk groups to which St John's is potentially exposed are: Financial, Health & Safety, Reputation, Operational, Security, Legal (Statutory Requirements) and Safeguarding people

STATEMENT OF THE PCC'S RESPONSIBILITIES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

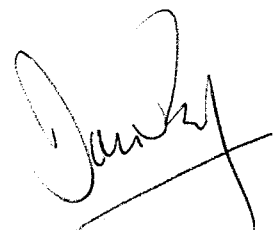
Signed on behalf of the PCC:



Mark Francis
(Chairman)

23rd March 2021

David Legg
(Secretary)



INDEPENDENT EXAMINER'S REPORT
TO THE PAROCHIAL CHURCH COUNCIL OF ST JOHN'S FELBRIDGE

I report on the accounts of the Parochial Church Council (the PCC) of St John's, Felbridge for the year ended 31 December 2020, which are set out on pages 7 to 17.

Respective Responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members of the PCC 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 needed.

It is my responsibility to:

- examine the accounts of the PCC under section 145 of the 2011 Act,
- follow the procedures laid down in the general directions given by the Charity Commission (under 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 general directions given by the Charity Commission and to be found in the Church guidance, 2001 edition, issued by the Finance Division of the Archbishops' Council. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the members of the PCC 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.

Independent Examiner's 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 section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities.
- 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.



Mr Michael Robinson FCCA, ACA

For and on behalf of Brooks & Co

Dated: ^{11th May} April 2021

Hampton House
High Street
East Grinstead
West Sussex
RH19 3AW

FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL
For the year ended 31st December 2020

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
Incoming resources					
Donations and legacies	2a	127,635	36,818	164,453	256,402
Charitable activities	2b	3,105	-	3,105	9,074
Investments	2c	42	-	42	62
Other	2d	6,500	-	6,500	2,339
Total incoming resources		137,282	36,818	174,100	267,877
Outgoing resources:					
Raising funds	3a	2,082	-	2,082	2,418
Charitable Activities	3b	124,818	42,735	167,553	173,186
Total outgoing resources		126,900	42,735	169,635	175,604
Net incoming/(outgoing) resources		10,382	(5,917)	4,465	92,273
Transfers between funds		(5,951)	5,951	-	-
Gain/(loss) on investments		807	-	807	-
Net movement in funds		5,238	34	5,272	92,273
Reconciliation of funds:					
Total funds brought forward		206,710	3,453	210,163	117,890
Total funds carried forward		211,948	3,487	215,435	210,163

The accompanying notes on pages 9 to 17 form part of the financial statements. (The Statement of Financial Activities for the year ended 31 December 2019 is stated at Note 11.)

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

BALANCE SHEET AT 31ST DECEMBER 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible fixed assets	5	2,156	5,688
Investments	6	20,807	-
Total fixed assets		22,963	5,688
Current assets			
Debtors	7	3,971	16,704
Deposit accounts		155,985	30,932
Cash at bank and in hand		40,679	167,756
		200,635	215,392
Liabilities:			
Creditors: amounts falling due within one year	8	8,163	10,917
Net current assets		192,472	204,475
Total current assets less liabilities		192,472	204,475
NET ASSETS		£215,435	£210,163
The Funds of the Charity:			
Restricted funds	9	3,487	3,453
General Fund		175,240	175,002
Designated Fund – Quinquennial		36,708	31,708
Designated Fund – Church Building		-	-
Unrestricted funds	9	211,948	206,710
TOTAL CHARITY FUNDS		£215,435	£210,163

Approved by the Parochial Church Council on 23rd March 2021 and signed on its behalf:




The accompanying notes on pages 9 to 17 form part of the financial statements

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS **For the year ended 31st December 2020**

1. Accounting Policies

a Accounting convention

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards, SORP (FRS 102) and the Charities Act 2011.

The Financial Statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and by the revaluation of fixed assets. 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 affiliation to another body, nor those which are informal gatherings of church members.

b Fund accounting

Funds held by the PCC are:

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

Designated Funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted Funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; 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 is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Incoming resources

All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.

Planned giving receivable is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants & legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received.

All other income

All other income is recognised when it is receivable.

Gains & losses on investments

Realised gains are recognised when investments are sold.

Unrealised gains and losses would be accounted for on a revaluation at 31 December in the year of revaluation.

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued) **For the year ended 31st December 2020**

d Outgoing resources

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The parish contribution to the Diocesan Parish Support Fund is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by Section 10 of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected. For inalienable property acquired prior to 1995 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 1995 have been capitalised in the accounts at cost and depreciated over their useful economic life.

All expenditure on consecrated or beneficed buildings and individual items costing under £500 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer and AV equipment	33.3% straight line

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CCLA, CBF Church of England Funds, CAF Bank Ltd, or at NatWest Bank PLC. The PCC opened accounts with CAF Bank Ltd in 2016, due to the charges now applied by NatWest Bank PLC on charities with a turnover of more than £100,000.

g Going Concern

The Charity is grateful for the financial support from members of St John's. There are no material uncertainties about the charity's ability to continue as a going concern. We are grateful that to date we have not suffered a more substantial reduction in income due to the pandemic, but the PCC remain alert to this possibility.

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st December 2020

2. Incoming resources

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
2a Donations and Legacies				
Regular giving	94,629	16,392	111,021	103,633
Collections at all services	1,552	-	1,552	8,702
Gift days	3,250	16,810	20,060	20,443
Sundry donations & appeals	468	3,616	4,084	44,960
Legacies	-	-	-	40,859
Income tax recoverable	27,736	-	27,736	37,805
	127,635	36,818	164,453	256,402
2b Charitable activities				
Church hall lettings	445	-	445	3,569
Fees from weddings, funerals	2,660	-	2,660	4,611
Other activity	-	-	-	894
Fundraising events	-	-	-	-
	3,105	-	3,105	9,074
2c Investment income				
Interest	42	-	42	62
	42	-	42	62
2d Other income				
Archdeacon's Grant	-	-	-	-
Fresh Expressions Grants	6,500	-	6,500	2,339
	6,500	-	6,500	2,339
Total incoming resources	137,282	36,818	174,100	267,877

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st December 2020

3. Outgoing resources

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
3a Raising funds				
Communications and publicity	2,082	-	2,082	2,418
	2,082	-	2,082	2,418
3b Charitable activities				
Mission & charitable giving:				
Mission gift day	-	20,000	20,000	20,000
Other mission	-	2,600	2,600	3,249
	-	22,600	22,600	23,249
Ministry costs:				
Diocesan parish contribution	67,932	-	67,932	66,600
PCC Employees/Staffing	34,794	17,253	52,047	37,293
Clergy costs/expenses	1,165	-	1,165	2,029
Church operating costs	5,507	-	5,507	5,353
Church hall operating costs	3,519	-	3,519	4,332
Church centre project costs	-	2,882	2,882	12,139
Office running costs	2,499	-	2,499	3,137
Fees: Wedding/Funeral/CTEG/SGP	3,412	-	3,412	3,013
Mission team/courses/events	200	-	200	875
Meeting Together/Worship team	1,507	-	1,507	1,688
Youth & Children team costs	1,748	-	1,748	6,391
Evangelism & pastoral	116	-	116	1,016
Quinquennial work	-	-	-	1,140
Catering and Social Teams	941	-	941	2,868
Ministry of Flowers	428	-	428	991
Independent examination fee	1,050	-	1,050	1,072
	124,818	20,135	144,953	149,937
 Total resources expended	 126,900	 42,735	 169,635	 175,604

Restricted Church Centre Project Costs above are costs relating to the alterations to the interior of the church building, which took place in 2016. These costs include Architect's fees in connection with the lighting design and submission of proposals to the Diocesan Advisory committee during 2015. A Faculty for the work was received in October 2015, and the work was completed in 2016. However, the costs of the fixed assets purchased during the project, are charged to the accounts over a period of four years so were fully depreciated by 31 December 2020.

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued) **For the year ended 31st December 2020**

4 Other financial activity

a Wages and salaries

During the year the PCC employed a Youth Minister for six months and two Associate Pastors for six months plus a part-time Church Administrator all year. No employee received emoluments of more than £60,000. Pension contributions (8%) paid by the PCC, are included in the amounts below:

	<u>2020</u>	<u>2019</u>
Youth Minister/Associate Minister (6pm Service)	£29,658	£28,407
Associate Minister (Youth & Children)	£15,591	-
Administrator	£6,798	£6,574

b Payments to PCC members

None of the PCC members (trustees) have been paid remuneration for being trustees. The total amount of expenses reimbursed to three (2019: five) PCC members or paid directly to third parties was £5,325 (2019 £9,177). The expenses related mainly to travel and resources for the church. The Youth Minister, who was employed by the PCC from July 2017, was a member of the Deanery Synod.

c Independent Examination Fees

The amount paid in respect of the Independent examination of the financial statements was £1,050 including VAT (2019 £1,072).

d Parish News Magazine

A separate bank account was maintained to administer the production of the Parish News. Parish News was not produced after 2012. It was succeeded by Felbridge Focus (2013) and a Church Magazine (2014 onwards). There was an amount due from Barclays Bank of £1,088 plus an accrued amount at 31st December 2018. Payment was made in 2019 by Barclays Bank which cleared the debts relating to the Parish News. The funds received were added to the General Fund.

e St John's Bookstall

A separate account is used to administer the St John's Bookstall account. For the financial year ended 31 December 2020, sales totalled £580 (2019: £1,487) with net income of £58 (2019: £60). Bookstall net current assets at 31st December 2020 were £470 (2019: £531). During the year gifts/appropriations were made totalling £118 (2019: £75), to pay for some church resources and for some resources for visitors to the church.

5 Tangible fixed assets	2020	2019
	Church Equipment	Church Equipment
	£	£
Cost or valuation		
At 1 st January 2020	66,461	65,784
Additions	-	1,036
Disposals	-	(359)
At 31 st December 2020	66,461	66,461
Depreciation		
At 1 st January 2020	60,773	51,253
Provided in the year	3,532	9,677
Disposals	-	(157)
At 31 st December 2020	64,305	60,773
Net Book amounts		
At 31 st December 2020	2,156	5,688
At 31 st December 2019	5,688	14,531

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st December 2020

6 Investments. The PCC purchased £20,000 worth of units in the CCLA Church of England Investment Fund on 27th October 2020. The bid value of those units was £20,807 on 31st December 2020.

7 Debtors

	2020 £	2019 £
Income tax recoverable	3,971	16,324
Other debtors/prepayments	-	380
	<u>3,971</u>	<u>16,704</u>

8 Creditors: amounts falling due within a year

	2020 £	2019 £
Accruals for Ind. Exam fee and other costs	1,050	1,020
Other creditors	7,113	9,897
	<u>8,163</u>	<u>10,917</u>

9 Statement of Funds. (Comparison figures for 2019 are shown at Note 13.)

	Balance b/fwd 1 Jan 2020 £	Income £	Expenditure £	Transfers, other gains and losses £	Balance c/fwd 31 Dec 2020 £
Unrestricted Funds					
General fund	175,002	135,657	126,557	(8,862)	175,240
Mission/Youth/Quinquennial	31,708	1,625	343	3,718	36,708
Church centre project fund	-	-	-	-	-
	<u>206,710</u>	<u>137,282</u>	<u>126,900</u>	<u>(5,144)</u>	<u>211,948</u>
Restricted Funds					
Mission fund	538	16,927	21,875	6,526	2,116
Church centre project fund	-	3,616	2,882	-	734
Restricted (various small projects)	-	965	725	(240)	-
Staff fund	2,278	15,310	17,253	(335)	-
Stephen Bowen Memorial	637	-	-	-	637
	<u>3,453</u>	<u>36,818</u>	<u>42,735</u>	<u>5,951</u>	<u>3,487</u>
Total Funds	<u>210,163</u>	<u>174,100</u>	<u>169,635</u>	<u>807</u>	<u>215,435</u>

9a Analysis of Net assets by fund. (Comparison figures for 2019 are shown at Note 12.)

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
Fixed assets	19,476	3,487	22,963	5,688
Current assets	200,635	-	200,635	215,392
Current liabilities	(8,163)	-	(8,163)	(10,917)
	<u>211,948</u>	<u>3,487</u>	<u>215,435</u>	<u>210,163</u>

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st December 2020

Church Centre Project Funds

In 2004 the PCC decided to plan to provide renewed church buildings/centre at some time in the future. To prepare for this the PCC opened a restricted fund and also designated some of its unrestricted reserves for this purpose. The restricted fund is used to receive specific donations for and to pay relevant costs relating to the church buildings. These funds were used in 2012 and in 2016 for the internal alterations to the church buildings and for the depreciation of the assets acquired during the project.

Fabric/Quinquennial Fund

The PCC set aside funds to prepare for potential large costs incurred every five years as a result of Quinquennial Inspections. £5,000 is transferred from the general fund on an annual basis to cover any such expenditure. The fund has been used for significant work since the 2014 inspection, particularly in relation to removing trip hazards, and more of the fund will be used following the 2019 Quinquennial Survey, and after restrictions due to the coronavirus are lifted. The fund balance on 31st December 2020 was £36,708 (2019: £31,708).

Mission Fund

The PCC offer the congregation an opportunity to make donations to a restricted fund for mission outside Felbridge Parish. Donations to this fund are encouraged on a special annual world mission gift day. The fund is used to support mission partners, projects and charities approved by the PCC.

The mission fund movements show monies received as a result of World Mission Gift Days, and payments from the fund. In 2020 (and 2019) funds were paid to support Church Army, CMS, Anglican Church in Argentina, CPAS, St Catherine's Hospice, Tearfund, WelCare, and Wycliffe Bible Translators in accordance with allocations agreed by the PCC.

Staff Fund

The PCC agreed to employ members of staff and created a restricted staff fund in 2008 to encourage financial support for staff costs. The PCC employed a part-time Church Administrator from April 2014 and a Youth Minister from July 2017 until June 2020. From July 2020 two Associate Pastors were employed rather than one Youth Minister. Transfers from the account have supported the funding of the Youth Minister, Associate Pastors and a part-time church administrator.

10 CHURCH & HALL REFURBISHMENTS

In order to enhance our contact and service to the residents of the parish and beyond, a major upgrade was made to the church hall during 2012 which included new roofing, a high level of insulation, new heating system, entrance, and toilets plus an enlarged fully equipped kitchen at a total cost of £152,880. In 2015 a Faculty was granted to carry out works to improve access, and to update the heating, lighting, seating, audio visual facilities in the church. This work took place in 2016 at a total cost of £162,983, including the purchase of fixed assets totalling £47,673. The fixed assets are being depreciated over a period of four years, and so were fully depreciated by 31st December 2020.

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31st December 2020

11 STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2019:

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
Incoming and Endowments					
Donations and legacies	2a	212,256	44,146	256,402	155,971
Charitable activities	2b	9,074	-	9,074	8,499
Investments	2c	62	-	62	39
Other	2d	1,625	714	2,339	11,500
Total		223,017	44,860	267,877	176,009
Expenditure on:					
Raising funds	3a	2,418	-	2,418	2,203
Charitable Activities	3b	138,103	35,083	173,186	174,540
Total		140,521	35,083	175,604	176,743
Net operating income/(expenditure)		82,496	9,777	92,273	(734)
Transfers between funds		20,187	(20,187)	-	-
Net movement in funds		102,683	(10,410)	92,273	(734)
Reconciliation of funds:					
Total funds brought forward		104,027	13,863	117,890	118,624
Total funds carried forward		206,710	3,453	210,163	117,890

12 Analysis of Net assets by fund at 31 December 2019:

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
Fixed assets for church use	2,235	3,453	5,688	14,531
Current assets	215,392	-	215,392	119,657
Current liabilities	(10,917)	-	(10,917)	(16,298)
	206,710	3,453	210,163	117,890

PAROCHIAL CHURCH COUNCIL OF ST JOHN'S, FELBRIDGE

NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31st December 2020

13 Statement of Funds at 31 December 2019

	Balance b/fwd 1 Jan 2019	Income	Expenditure	Transfers, other gains and losses	Balance c/fwd 31 Dec 2019
	£	£	£	£	£
Unrestricted Fund					
General fund	76,179	223,017	139,381	15,187	175,002
Fabric/Mission/Quinquennial	27,848	-	1,140	5,000	31,708
Church centre project fund	-	-	-	-	-
	104,027	223,017	140,521	20,187	206,710
Restricted Fund					
Mission fund	-	22,712	22,174	-	538
Church centre project fund	14	3,926	12,139	8,199	-
Staff fund	13,032	18,222	590	(28,386)	2,278
Stephen Bowen Memorial	817	-	180	-	637
	13,863	44,860	35,083	(20,187)	3,453
Total Funds	117,890	267,877	175,604	-	210,163

14 FELBRIDGE ST JOHN'S STIPEND ACCOUNT - MARGARY TRUST - VICAR'S ENDOWMENT

The late Ivan Donald Margary, the former Patron of Felbridge Parish and a local historian and archaeologist who lived at Yew Lodge and worshipped at St. John's, Felbridge created a Trust on 2nd January 1961 between himself and the Rochester and Southwark Diocesan Church Trust (RSDCT). The Trust was created with some investments (some £6,000 to £7,000 in stocks and shares) and it was the duty of the RSDCT to manage the fund and use the income to augment the stipend of the Incumbent of Felbridge Parish.

In the late 1980's and early 1990's discussions took place involving the Diocese, Lawyers, the Parish and the Incumbent when some agreements were reached. Since 1994 the income from the Margary Trust fund has been paid to the Diocesan Stipends Fund rather than directly to the Incumbent. The income from the Margary Trust remains restricted for the support of the Incumbent of Felbridge, but little as augmentation, but mostly as part of the funding of the Incumbent's stipend. The income from the Margary Trust is therefore paid to the Incumbent of Felbridge via the Diocesan Stipends Fund, and not directly, and is shown on an Incumbent's payslips, not as augmentation, but as part of the Incumbent's stipend. It was agreed that the Incumbent of Felbridge should receive an additional £500 per annum as an attempt to reflect the wishes of the late Mr Margary. During a vacancy the income is added to the capital of the fund, after deduction of specific costs as specified in the Declaration of Trust.

For legal reasons the Margary Trust remains in the name of Felbridge, St John's as managing trustees, but the Fund (number 0359) is held by the Diocesan Board of Finance (DBF) as Custodian Trustee, as the RSDCT was dissolved on 14th August 2001. We calculate that the Margary Trust investments generated income totalling £12,971 during 2020 (2019 £12,594) and the bid price value of the investments as at 31st December 2020 was £461,048 (2019 £439,341). These figures reflect the fact that the income between 1st January 2013 and 10th April 2016 had to be added to the capital in view of the incumbency vacancy during that period. The diocese benefits from the income from the Trust, so the PCC include this income stream in their discussions and calculations as they prayerfully agree an annual pledge to the Diocesan Parish Support Fund.

