

**The Parish Church of St Michael
Yorktown, Camberley
In the Diocese of Guildford**

**Annual Report and Financial Statements
Of the Parochial Church Council
For the Year Ended 31st December 2020**

**THE PARISH CHURCH OF ST MICHAEL
YORKTOWN, CAMBERLEY**

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THE PARISH CHURCH OF ST MICHAEL YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2020

The Parochial Church Council present their report along with the financial statements of the Parish for the year ending 31st December 2020.

St Michael's Church is situated on London Road, Camberley and is part of the Diocese of Guildford.

Reference and Administrative Details

Correspondence Address: The Vicarage & Parish Office
 286 London Road
 Camberley
 Surrey
 GU15 3JP

Independent Examiner: Mr Colin Todd
 Compliance Financial
 The Estate Office, Belmonts
 Good Easter
 Chelmsford
 CM1 4PR

Bankers :
 Barclays Bank plc
 Camberley Branch
 P O Box 191
 Camberley
 Surrey
 GU15 3GS

Parochial Church Council

Background

St Michael's PCC has the responsibility of co-operating with the incumbent, the Revd Pippa Ford, 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 buildings and churchyard of St Michael Yorktown.

This annual report puts all the PCC's financial statements into perspective and relates them to the wider life of the Church. It reviews the past year, and seeks to link financial plans, expectations and hopes for the future.

THE PARISH CHURCH OF ST MICHAEL YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2020

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year the following members served as members of the PCC:

Incumbent: The Revd Bruce Nicole Chairman Retired 19 April 2020

Licensed staff: The Revd Anne Mitchell

Permission to Officiate The Revd Canon Robert Crossley
The Revd Wilf Jones

Churchwardens: Mrs Sarah Ayre
Mrs Hilary Turner

Deanery Synod: Mr Glenn Turner (to 18 October) Hon Secretary
Mr David Parker (from 18 October)
Mr Andrew Mitchell Hon. Treasurer

Elected members: Mrs Coral Astill (to October)
Mr David Pearson
Mrs Alisa Whiteland
Mr Keith Burnett
Mr Christopher Nobbs
Mrs Clare Nobbs
Mrs Alison Parker
Mr Jamie Poole
Mr David Parker
Ms Amy McQuade (from October)

Structure, Governance and Management

Governing Document

The Parochial Church Council is a charitable trust, and each PCC member is a trustee. The Registered Charity Number is 1132852.

Appointment of PCC Members

The appointment of PCC members is governed by and set out in the Church Representation Rules.

THE PARISH CHURCH OF ST MICHAEL YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2020

The life and organisation of the church was disrupted by the imposition of lockdown imposed by government due to the emergence of Covid 19. The full PCC met on six evenings during the year, in person until March and via Zoom afterwards. Following the retirement of Revd Bruce Nicole in April, the PCC was chaired by Mrs Alison Parker. In previous years the day to day business of the church had been managed through the three Mission Committees: Mission Within, Mission Without and Mission Support, but for the latter part of 2020 all management was conducted directly by the PCC or the Churchwardens.

Up until the first lockdown, the normal pattern of Sunday services consists of an 8.00am BCP service, a family service at 9.15am and a service at 10.30am which was Parish Communion apart from the first Sunday of the month when it was Morning Worship. After lockdown, a morning service at 10.30 was conducted over Zoom (also being "live-streamed"), which was either Morning Worship or Communion, with the president taking communion on behalf of the congregation. As the year progressed, experience gained meant that different forms of music could be included and after each service the congregation could go in to "break out" rooms and enjoy some social time together.

When attendance at church was permitted, services were severely restricted by the prohibition of singing by government, and limited attendance due to the requirement to maintain distance between worshipers. A rigorous cleaning regime was instituted by the wardens and we are pleased to report that there were no reports of disease being transmitted by church services.

Funerals were also severely restricted in terms of the number of attendees, but we are pleased to report that, following the easing of restrictions, we did hold one wedding service.

Although singing was not permitted, organ music was played to accompany worship and we are grateful to our organists for providing this service.

We have continued to benefit from the work of our youth worker Amy McQuade, who is also employed by Camberley Youth for Christ. As with other church affairs, the youth activities were restricted to on line sessions, but such provision was maintained throughout the year in the trying circumstances.

The PCC continued to support Anne Ward through her training as an Ordained Local Minister, who was also restricted to on line training.

Social and local mission initiatives were curtailed – there could be no fete or other gatherings and the hall remained unused for most of the year.

In view of the financial circumstances of the church a review was carried out by the PCC of charitable giving to mission partners and it decided to restrict outward giving mainly to those local charities which act as partners in the mission of St Michael's.

Much work continued to ensure compliance with the requirements of the Diocesan Safeguarding audit. The PCC approved a plan for a new safer balustrade on the bell-ringers' platform, and also evaluated proposals for a significant upgrade to our audio/visual system, which St Michael's Friends have generously agreed to support financially. The Renewal Project Executive Committee suspended activity for the year following lockdown and will reform once the new incumbent has settled in.

THE PARISH CHURCH OF ST MICHAEL, YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2020 – cont.

The church's financial position has continued to cause concern for the PCC, with a significant operating deficit again in 2020. A fundraising campaign was launched at the end of the year and signs are encouraging in the early part of 2021

The Standing Committee deals with any urgent business that may arise between PCC meetings. It did not meet during the year.

Independent Examiner

Mr Nick Gooderham had offered to be Independent Examiner at no cost and we were pleased to accept his offer. We express our thanks to Mr Colin Todd FCA CTA who stepped into the breach last year in this role. However, Nick was indisposed after the year end and Colin has once again offered his services as Independent Examiner, for which we are truly grateful.

Financial Review for the Year Ended 31st December 2020

The year to 31 December 2020 was, as expected and forecast, one where the expenditure on the General Fund exceeded the income by a significant margin. The "General Fund" covers the core of the church's activities – the services, the work in the parish, the maintenance of the church and the contribution to the Diocese by way of the parish share. In the end, the deficit turned out to be just over £43,000, which even in the short term is unsustainable. It has only been possible because we have been able to use the generous legacy of the late Myles Herbert.

It was generally hoped that Myles's legacy would enable us to transform the interior of St Michael's but with other pressures the legacy is being utilised for general running expenses. Some of these can be considered an investment of the legacy – for example, the engagement of a children's worker has only been possible because of the legacy and is a worthy target of the funds, but in the medium term, when the legacy is exhausted, such expenditure may have to cease.

Forecasts prepared for the PCC show that we can run for no more than 2 years in this manner before we will run out of funds. The PCC is well aware of the position, but apart from salaries our discretionary spend (i.e. what we could choose to forego) is limited. Our largest commitment is to the parish share, which in 2020 was £73,270.

The Parish Share now represents 58% of our general expenditure (up from 53% last year) and salaries represent another 15%. This totals 73% of total expenditure and exceeds our general income from all sources.

We received no legacies at all during the year, and fees from weddings and hall lettings were almost non-existent.

On the plus side, some expenditure was cut and we were able to gain small amounts of government assistance for furloughed cleaning and office staff. Expenditure on maintenance and replacements was slightly up at £10,124 but this includes £3,281 as the first payment towards the sound system which The Friends reimbursed.

Our general reserves at the end of the year were down to £56,000. This is after the amount set aside for the renewal was transferred back to general purposes. If we continue to have an excess of £30,000 expenses over income this will be exhausted in 3 years' time.

THE PARISH CHURCH OF ST MICHAEL, YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2020 – cont.

PCC responsibilities in relation to the financial statements

The members of the PCC are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice relating to Charities.

The Law applicable to charities in England and Wales requires the PCC 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 PCC should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departure disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the Parish and which enable it to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the Church Accounting Regulations 2008. The PCC is responsible for safeguarding the assets of the Parish and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Date 26 October 2021

Reverend P Ford

Chair

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE PARISH
CHURCH OF ST MICHAEL, CAMBERLEY
FOR THE YEAR ENDED 31st DECEMBER 2020**

This report on the accounts of the PCC of St Michael's Church Camberley for the year ended 31st December 2020 set out on pages 7 to 14 is in respect of an examination.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

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 charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirement:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities 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.

C Todd
The Estate Office, Belmonts
Good Easter, Chelmsford
CM1 4PR

26 October 2021

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31st December 2020

		Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
		Main Fund	Designated Funds		2020	2019
	Note	£	£	£	£	£
INCOMING RESOURCES						
Voluntary income (direct giving)	2(a)	76,583	0	7,403	83,987	110,798
Other voluntary income	2(b)	4,988	0	24	5,012	54,878
Receipts from activities for						
Generating funds	2(d)	134	0	0	134	2,743
Receipts from church activities	2(d)	1,715	0	3,484	5,199	14,228
Income from investments	2(e)	448	0	135	583	1,275
TOTAL INCOMING RESOURCES		<u>83,869</u>	<u>0</u>	<u>11,046</u>	<u>94,914</u>	<u>183,922</u>
RESOURCES EXPENDED						
Costs of generating voluntary						
Income	3(a)	454	0	0	454	399
Charitable activities	3(b)	124,600	0	7,002	131,602	136,209
Governance costs	3(c)	500	0	0	500	500
Other resources expended	3(d)	1,634	0	117	1,751	4,461
Renewal & refurbishment	3(e)	0	0	0	0	44,549
TOTAL RESOURCES EXPENDED		<u>127,187</u>	<u>0</u>	<u>7,119</u>	<u>134,306</u>	<u>186,118</u>
NET INCOMING/(OUTGOING) RESOURCES		(43,319)	0	3,927	(39,392)	(2,196)
Transfer between funds		92,950	(92,950)			
Transfer between unrestricted funds						
NET MOVEMENT IN FUNDS		<u>49,631</u>	<u>(92,950)</u>	<u>3,927</u>	<u>(39,392)</u>	<u>(2,196)</u>
Reconciliation of Funds						
Balances Brought Forward at						
1st January 2020		6,583	92,950	106,776	206,309	208,507
BALANCES CARRIED FORWARD						
At 31st December 2020		<u>56,214</u>	<u>0</u>	<u>110,703</u>	<u>166,917</u>	<u>206,311</u>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

BALANCE SHEET AT 31ST DECEMBER 2020

	Note	2020 £	2019 £
CURRENT ASSETS			
Short term deposits		111,368	155,809
Cash at bank and in hand		67,097	45,805
Debtors		100	10,503
		<hr/> 178,565	<hr/> 212,117
LIABILITIES: amounts falling due within one year	5	(11,648)	(5,808)
		<hr/>	<hr/>
NET CURRENT ASSETS		166,917	206,309
NET ASSETS	6	<hr/> 166,917	<hr/> 206,309
		<hr/>	<hr/>
 FUNDS			
	7		
Unrestricted - Main		56,214	6,583
- Designated		0	92,950
Restricted		110,703	106,776
		<hr/> 166,917	<hr/> 206,309
		<hr/>	<hr/>

Approved by the Parochial Church Council on 26 October 2021
and signed on its behalf by:

Revd Pippa Ford
Vicar

Sarah Ayre
Churchwarden

The notes on pages 8 to 14 form part of these accounts

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2020

1 ACCOUNTING POLICIES

a. Basis of Accounting

The financial statements for the year ended 31 December 2020 have been drawn up in accordance with the statement of Recommended Practice ("SORP") issued by the Charity Commission and Church Accounting Regulations 2006

Investment income, covenants and donations are accounted for on a receivable basis to which is added income tax recoverable.

Legacy income is recognised when the criteria for entitlement has been met.

Expenditure is accounted for when payable and includes value added tax.

b. Tangible Fixed Assets

Tangible fixed assets do not include items of movable church furnishings as these are regarded as inalienable property and can not be disposed without a faculty.

Tangible fixed assets are those held by the PCC for the continuing use in its work. Individual items over £1,000 of a capital nature are treated as fixed assets.

2 Incoming Resources

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2020	2019
	£	£	£	£	£
2 (a) Voluntary income (direct giving)					
Planned giving	65,389	0	5,076	70,465	75,715
Income tax recoverable	4,883	0	2,327	7,210	14,081
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	70,272	0	7,403	77,675	89,796
Collections (open plate) at all services	1,124	0	0	1,124	3,923
Donations via SumUp	1,995		0	1,995	
Sundry donations	3,192	0	0	3,192	17,079
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	76,583	0	7,403	83,987	110,798
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2020

2 Incoming Resources (continued)

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2020	2019
	£	£	£	£	£
2 (b) Other voluntary income					
Grants	4,988	0	24	5,012	52,351
Legacy	0	0	0	0	0
Other	0	0	0	0	2,527
	<hr/> 4,988	<hr/> 0	<hr/> 24	<hr/> 5,012	<hr/> 54,878
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
2 (c) Receipts from activities generating funds					
Fete and other fundraising events	0	0	0	0	2,091
Coffee	134	0	0	134	652
	<hr/> 134	<hr/> 0	<hr/> 0	<hr/> 134	<hr/> 2,743
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
2 (d) Receipts from church activities					
Church hall letting etc.	624	0	0	624	1,758
Wedding fees	90	0	0	90	1,513
Burial fees	1,001	0	3,484	4,485	10,957
	<hr/> 1,715	<hr/> 0	<hr/> 3,484	<hr/> 5,199	<hr/> 14,228
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
2 (e) Income from investments					
Bank deposit interest				0	0
Deposits with Central Board of Finance	448	0	135	583	1,275
	<hr/> 448	<hr/> 0	<hr/> 135	<hr/> 583	<hr/> 1,275
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL Incoming Resources	<hr/> 83,869	<hr/> 0	<hr/> 11,046	<hr/> 94,914	<hr/> 183,922
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2020

3 Resources used

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2020	2019
	£	£	£	£	£
3 (a) Costs of generating voluntary income					
Stewardship envelopes	0			0	0
Publicity	230	0	0	230	96
Electronic giving	31			31	303
Licences, fees and fete costs	193	0	0	193	0
	<u>454</u>	<u>0</u>	<u>0</u>	<u>454</u>	<u>399</u>
3 (b) Charitable Activities					
Support for World Mission - (Note 3(f))	7,515	0	0	7,515	8,505
Diocesan Parish share	73,270	0	0	73,270	70,917
Clergy expenses	1,366	0	0	1,366	3,528
Light & Heat	2,034	0	0	2,034	7,472
Church running expenses	3,120	0	0	3,120	2,405
Insurance	4,984	0	202	5,186	5,098
Telephone	690	0	0	690	1,115
Church maintenance	10,124	0	0	10,124	8,466
Salaries	19,527	0	0	19,527	20,597
Churchyard upkeep	0	0	6,800	6,800	6,531
Vicarge costs	500			500	
Books, teaching materials and courses	1,469	0	0	1,469	1,575
	<u>124,600</u>	<u>0</u>	<u>7,002</u>	<u>131,602</u>	<u>136,209</u>
3 (c) Governance costs					
Quinquennial				0	0
Independent examiner's fee/ Audit fee	500			500	500
	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>
3 (d) Other resources expended					
Printing and stationery	1,156	0	0	1,156	2,838
Sundries	478	0	117	595	1,623
	<u>1,634</u>	<u>0</u>	<u>117</u>	<u>1,751</u>	<u>4,461</u>
3 (e) Renovation and renewal costs					
Spire repairs	0	0	0	0	28,473
Bell installation	0	0	0	0	16,076
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>44,549</u>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2020

3 Resources Used (continued)

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2020	2019
	£	£	£	£	£
3 (f) Missionary and charitable Giving					
Special donations					
Phyllis Tuckwell Hospice	0			0	581
Uganda	500			500	504
	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>1,085</u>
Support for World Mission					
Barnabas	0			0	500
British and Foreign Bible Society	0			0	250
Camberley Care Trust	855			855	450
Camberley Youth for Christ	1,355			1,355	950
CARE	0			0	250
Church Army	0			0	330
Church of England Children Society	0			0	250
Connect Christian counselling Service	1,605			1,605	1,200
CPAS	0			0	330
Flame International	905			905	500
Mary & Martha	0			0	330
Open Doors	0			0	500
Step by Step	735			735	330
Tear Fund	0			0	500
The Family Contact Centre	655			655	250
The Hope Hub	905			905	500
	<u>7,015</u>	<u>0</u>	<u>0</u>	<u>7,015</u>	<u>7,420</u>
Total Grants and Special Donations	<u>7,515</u>	<u>0</u>	<u>0</u>	<u>7,515</u>	<u>8,505</u>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2020

4 STAFF COSTS

	2020	2019
	£	£
Wages and salaries	19,047	20,525
Social security costs	0	0
	<u>19,047</u>	<u>20,525</u>
	<u><u>19,047</u></u>	<u><u>20,525</u></u>

During the year the PCC employed a church cleaner, an administrator and a youth worker.

5 LIABILITIES

	2020	2019
	£	£
Amounts falling due within one year		
Accruals and deferred income	11,648	5,808
	<u>11,648</u>	<u>5,808</u>
	<u><u>11,648</u></u>	<u><u>5,808</u></u>

6 ANALYSIS OF NET ASSET BY FUND

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2020	2019
	£	£	£	£	£
Current assets:					
current accounts	26,578		40,368	66,946	45,654
Deposits at Central Board of Finance	41,183	0	70,185	111,368	155,809
Cash in hand			151	151	151
Debtors	100	0	0	100	10,503
Current liabilities	(11,647)		0	(11,647)	(5,807)
FUND BALANCE	<u>56,214</u>	<u>0</u>	<u>110,704</u>	<u>166,918</u>	<u>206,310</u>
	<u><u>56,214</u></u>	<u><u>0</u></u>	<u><u>110,704</u></u>	<u><u>166,918</u></u>	<u><u>206,310</u></u>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2020

7 RESTRICTED FUND DETAILS

	Balance at start of year	Movement In resources		Outgoing	Balance at end of year
		Transfers between funds	Incoming		
	£	£	£	£	£
Miss Reid's Legacy	744		3		747
St Michael's churchyard	5,344		3,532	(7,061)	1,815
Choir	808				808
Flowers	215				215
Organ	3,103		12		3,115
Chapel Fund	862		4		866
Renewal Fund	95,351		7,496	(59)	102,788
Bells	349				349
	<u>106,776</u>	<u>0</u>	<u>11,046</u>	<u>(7,119)</u>	<u>110,703</u>

Designated Funds

	Balance at start of year	Movement In resources		Outgoing	Balance at end of year
		Transfers between funds	Incoming		
	£	£	£	£	£
Unspecified	23,542	(23,542)			0
Interior	69,408	-69,408			0
	<u>92,950</u>	<u>(92,950)</u>	<u>0</u>	<u>0</u>	<u>0</u>

Funds previously earmarked by the PCC for use with the renewal and reordering of the interior of the church were reallocated back to general purposes in the year owing to the deficit being incurred