

**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 2021**

**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 2021

The Parochial Church Council present their report along with the financial statements of the Parish for the year ending 31st December 2021.

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 Nicolas Gooderham FCA
14 Shalbourne Rise
Camberley
Surrey
GU15 2EJ

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 2021

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 Pippa Ford Chair (From February 2021)

Licensed staff: The Revd Anne Mitchell

Permission to Officiate The Revd Canon Robert Crossley

Churchwardens: Mrs Sarah Ayre
Mrs Hilary Turner

Deanery Synod: Mr David Parker
Mr Andrew Mitchell Hon. Treasurer

Elected members: Mr Glenn Turner PCC Secretary
Mr Christopher Hine (From May 2021)
Mr David Pearson
Mrs Alisa Whiteland
Mr Keith Burnett (Until May 2021)
Mr Christopher Nobbs
Mrs Clare Nobbs
Mrs Alison Parker
Mr Jamie Poole (Until May 2021)
Mr David Parker
Ms Amy McQuade

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 2021

The life and organisation of the church during 2021 continued to be affected by the Covid-19 pandemic. The PCC met nine times during 2021, most of these meetings being held on Zoom. At the start of 2021 we were awaiting the arrival of our new incumbent, and the first meeting of the year was chaired by Mrs Alison Parker. We welcomed Revd Pippa Ford in February, and subsequent meetings were chaired by the Vicar. In addition to the evening meetings on Zoom, the PCC met in the Vicarage garden for a Vision Morning in May.

The church was in lockdown for the first part of the year, weekly services being conducted via Zoom, but we were delighted to re-open our doors for the first time on Palm Sunday. From that point forward, face-to-face Sunday services were held at 8:30am (alternating BCP and CW) and 10:30am (a varied schedule comprising an All Age Service (1st Sunday), Morning Service (3rd and 5th Sundays) and Morning Service with Communion (2nd and 4th Sundays). A young people's group called The Spring was introduced at the 10:30am services except the All Age Service, and all the 10:30am services were live-streamed.

The church continued to require precautionary Covid measures throughout the year, comprising the wearing of face masks, sanitising of hands and pews, social distancing and ventilation of the church and hall buildings. The music at 10:30am was mainly sourced online, but we also had occasional live organ or piano music, and singing became allowed, although only with masks. The opportunity for socialising over tea and coffee after the 10:30am service was reinstated, with appropriate care for Covid safety.

At the PCC Vision day in May, a draft Church Development Plan was prepared. This is a plan for the prioritisation and implementation of activities to sustain and grow our church in our community, in accordance with the goals of the Guildford Diocese Transforming Church, Transforming Lives initiative. The CDP was reviewed with a member of the Diocesan Parish Needs support team in September and, as a continually evolving plan, it was reviewed and updated through the rest of the year.

We continued to experience the impact of the pandemic on our church attendance. Some of our congregation members had not felt able to return, for whatever reason. However, we were pleased to welcome the arrival of several new members joining our church community.

We continued to benefit from the work of our Children's and Youth Worker, Amy McQuade. The activities with our children's and youth groups were limited to an online format in the early part of the year, but, as our Covid restrictions eased, more face-to-face activities became possible. As with all of our church activities, the children's work was supported by risk assessments, including Covid risks. Links were also being strengthened with the local primary schools.

The Parish Administrator and church cleaner were on the government Covid furlough scheme for the first part of the year. With the resignation of Kevin Kirwan, a new Parish Administrator, Sue Nichols, was appointed, starting in June. The cleaner was returned to work from Easter.

The PCC continued to support Anne Ward through her Ordained Local Minister training.

Sadly, due to the pandemic, there were a larger number of funerals than normal, and the church held an event to recognise the work of the local funeral directors. There were 4 weddings in 2021.

fund- THE PARISH CHURCH OF ST MICHAEL, YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2021 – cont

Hall lettings were still significantly down compared to pre-pandemic levels, although some lettings resumed towards the end of the year. There were also limited opportunities for fund raising events. A summer Pet Show was held, and a craft event at Christmas, raising modest sums.

The PCC continued to be concerned about the state of the finances, since the year ended again with a significant operating loss. In January 2021, a letter was sent to all members of St Michael's requesting that they review and increase their giving if possible. This resulted in a rise in Planned Giving, and also in some welcome donations. The balustrade to the bell-ringing chamber was improved for safety reasons, and this was funded jointly by St Michael's Friends and the bell-ringers. The planned upgrade to the audio/visual system had not started before the end of the year. The funding for most of the A/V project has been pledged by St Michael's Friends.

Independent Examiner

Mr Nicolas 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.

Financial Review for the Year Ended 31st December 2021

The year to 31 December 2021 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 £10,000, which was better than budgeted and a considerable improvement on the previous year. This was partly through a successful giving campaign at the beginning of the year, when, apart from a good response generally, there were some very generous individual donations to help with the youth worker and the refurbishment of the vicarage in anticipation of the appointment of Pippa Ford as vicar.

As previously reported, we have been able to operate at a deficit only because of the generous legacy of the late Myles Herbert. The reduction in the size of the deficit has pushed back the point where we will be unable to meet our running costs by a further year, but we still face that prospect without a significant increase in our income.

The comments made last year still stand. Myles's legacy has been used to support the running of the church, has made it structurally sound and enabled us to employ a youth worker but has not been available for the general upgrading of the interior.

We do, however, have a significant sum available in the renewal fund (£109,308 at the year end – see note 7 of the accounts) and it is hoped that progress can be made on that front soon.

The Parish Share (the amount we send to the diocese which provides for clergy stipends, housing and central running costs) was held at a similar level to 2020, but we are aware that the Diocese faces its own financial pressures and inflation is taking its toll there as well. Our Parish Share is £75,204 in the current year, an increase of 2.7%. It represented 56% of our general expenditure (down from 58% last year) and salaries represent another 14%. We furloughed some staff during the year which enabled us to claim £1,608 by way of furlough support.

THE PARISH CHURCH OF ST MICHAEL, YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2021 – *cont.*

We received no legacies at all during the year. Fees from weddings and hall lettings restarted but have not yet reached pre lockdown levels. Funeral fees have, by contrast, been quite significant; the amount received both for the church and the churchyard was double that for 2020, which helped reduce the deficit.

Expenditure is tightly controlled and apart from the hard work of the wardens our thanks goes to Tom Bailey who works hard to keep the church maintained but on a tight budget, and also works extremely hard to keep our energy suppliers in check. The main extra cost in the year was the refurbishment of the vicarage – the first time we have faced this in a quarter of a century.

As remarked upon above, our general reserves at the end of the year were down to £46,000. We are approaching the point where our reserves are perilously low – an appropriate level might be 3 months expenditure which is approximately £30,000. We have about 18 months to redress the position and 3 years before they are exhausted entirely.

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 May 2022

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 2021**

This report on the accounts of the PCC of St Michael's Church Camberley for the year ended 31st December 2021 set out on pages 7 to 13 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.

N Gooderham FCA
14 Shalbourne Rise
Camberley
Surrey
GU15 2EJ

May 2022

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31st December 2021

		Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
		Main Fund	Designated Funds		2021	2020
Note		£	£	£	£	£
INCOMING RESOURCES						
Voluntary income (direct giving)	2(a)	109,504	0	6,865	116,369	83,986
Other voluntary income	2(b)	1,608	0	3,553	5,161	5,012
Receipts from activities for						
Generating funds	2(d)	80	0	0	80	134
Receipts from church activities	2(d)	9,217	0	3,095	12,312	5,199
Income from investments	2(e)	19	0	41	60	583
TOTAL INCOMING RESOURCES		<u>120,428</u>	<u>0</u>	<u>13,554</u>	<u>133,982</u>	<u>94,914</u>
RESOURCES EXPENDED						
Costs of generating voluntary						
Income	3(a)	324	0	0	324	454
Charitable activities	3(b)	129,127	0	8,324	137,452	131,601
Governance costs	3(c)	0	0	0	0	500
Other resources expended	3(d)	1,518	0	168	1,686	1,751
Renewal & refurbishment	3(e)	0	0	0	0	0
TOTAL RESOURCES EXPENDED		<u>130,969</u>	<u>0</u>	<u>8,492</u>	<u>139,462</u>	<u>134,306</u>
NET INCOMING/(OUTGOING) RESOURCES		(10,541)	0	5,062	(5,480)	(39,392)
Transfer between funds						
Transfer between unrestricted funds						
NET MOVEMENT IN FUNDS		<u>(10,541)</u>	<u>0</u>	<u>5,062</u>	<u>(5,480)</u>	<u>(39,392)</u>
Reconciliation of Funds						
Balances Brought Forward at 1st January 2021		56,214	0	110,703	166,917	206,309
BALANCES CARRIED FORWARD At 31st December 2021		<u>45,673</u>	<u>0</u>	<u>115,765</u>	<u>161,437</u>	<u>166,917</u>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

BALANCE SHEET AT 31ST DECEMBER 2021

	Note	2021 £	2020 £
CURRENT ASSETS			
Short term deposits		111,424	111,368
Cash at bank and in hand		56,733	67,097
Debtors		4,749	100
		<u>172,906</u>	<u>178,565</u>
LIABILITIES: amounts falling due within one year	5	(11,468)	(11,648)
		<u>161,438</u>	<u>166,917</u>
NET CURRENT ASSETS			
		161,438	166,917
NET ASSETS	6	<u>161,438</u>	<u>166,917</u>
		<u><u>161,438</u></u>	<u><u>166,917</u></u>
 FUNDS			
	7		
Unrestricted - Main		45,673	56,214
- Designated		0	0
Restricted		115,765	110,703
		<u>161,437</u>	<u>166,917</u>
		<u><u>161,437</u></u>	<u><u>166,917</u></u>

Approved by the Parochial Church Council on 26 April 2022
and signed on its behalf by:

Revd Pippa Ford

Vicar

Churchwarden

The notes on pages 8 to 13 form part of these accounts

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2021

1 ACCOUNTING POLICIES

a. Basis of Accounting

The financial statements for the year ended 31 December 2021 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		2021	2020
	£	£	£	£	£
2 (a) Voluntary income (direct giving)					
Planned giving	75,788	0	5,296	81,084	70,465
Income tax recoverable	3,696	0	1,269	4,965	7,210
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	79,484	0	6,565	86,049	77,675
Collections (open plate) at all services	1,393	0	0	1,393	1,124
Donations via SumUp	4,412		0	4,412	1,995
Sundry donations	24,215	0	300	24,515	3,192
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	109,504	0	6,865	116,369	83,986
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2021

2 Incoming Resources (continued)

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2021	2020
	£	£	£	£	£
2 (b) Other voluntary income					
Grants	1,608	0	3,553	5,161	5,012
Legacy	0	0	0	0	0
Other	0	0	0	0	0
	<u>1,608</u>	<u>0</u>	<u>3,553</u>	<u>5,161</u>	<u>5,012</u>
2 (c) Receipts from activities generating funds					
Fete and other fundraising events	0	0	0	0	0
Coffee	80	0	0	80	134
	<u>80</u>	<u>0</u>	<u>0</u>	<u>80</u>	<u>134</u>
2 (d) Receipts from church activities					
Church hall letting etc.	1,236	0	0	1,236	624
Wedding fees	1,174	0	0	1,174	90
Burial fees	6,807	0	3,095	9,902	4,485
	<u>9,217</u>	<u>0</u>	<u>3,095</u>	<u>12,312</u>	<u>5,199</u>
2 (e) Income from investments					
Bank deposit interest				0	0
Deposits with Central Board of Finance	19	0	41	60	583
	<u>19</u>	<u>0</u>	<u>41</u>	<u>60</u>	<u>583</u>
TOTAL Incoming Resources	<u>120,428</u>	<u>0</u>	<u>13,554</u>	<u>133,982</u>	<u>94,914</u>

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2021

3 Resources used

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2021	2020
	£	£	£	£	£
3 (a) Costs of generating voluntary income					
Stewardship envelopes	0			0	0
Publicity	110	0	0	110	230
Electronic giving	78			78	31
Licences, fees and fete costs	136	0	0	136	193
	<hr/> 324	<hr/> 0	<hr/> 0	<hr/> 324	<hr/> 454
3 (b) Charitable Activities					
Support for World Mission - (Note 3(f))	7,030	0	0	7,030	7,515
Diocesan Parish share	73,250	0	0	73,250	73,270
Clergy expenses	702	0	0	702	1,366
Light & Heat	4,605	0	0	4,605	2,034
Church running expenses	2,424	0	0	2,424	3,120
Insurance	5,232	0	0	5,232	5,186
Telephone	719	0	0	719	690
Church maintenance	6,660	0	0	6,660	10,124
Salaries	18,501	0	0	18,501	19,527
Churchyard upkeep	0	0	8,324	8,324	6,800
Vicarage costs	8,359			8,359	500
Books, teaching materials and courses	1,645	0	0	1,645	1,469
	<hr/> 129,127	<hr/> 0	<hr/> 8,324	<hr/> 137,451	<hr/> 131,601
3 (c) Governance costs					
Quinquennial				0	0
Independent examiner's fee	0			0	500
	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 500
3 (d) Other resources expended					
Printing and stationery	1,381	0	0	1,381	1,156
Sundries	137	0	168	305	595
	<hr/> 1,518	<hr/> 0	<hr/> 168	<hr/> 1,686	<hr/> 1,751

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2021

3 Resources Used (continued)

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2021	2020
	£	£	£	£	£
3 (f) Missionary and charitable Giving					
Special donations					
Phyllis Tuckwell Hospice	0			0	0
Uganda	800			800	500
	<u>800</u>	<u>0</u>	<u>0</u>	<u>800</u>	<u>500</u>
Support for World Mission					
Camberley Care Trust	700			700	855
Camberley Youth for Christ	1,000			1,000	1,355
Connect Christian counselling Service	1,200			1,200	1,605
Flame International	700			700	905
John Ray Initiative	630			630	0
Step by Step	600			600	735
The Family Contact Centre	600			600	655
The Hope Hub	800			800	905
	<u>6,230</u>	<u>0</u>	<u>0</u>	<u>6,230</u>	<u>7,015</u>
Total Grants and Special Donations	<u>7,030</u>	<u>0</u>	<u>0</u>	<u>7,030</u>	<u>7,515</u>

4 STAFF COSTS

	2021	2020
	£	£
Wages and salaries	18,087	19,047
Social security costs	0	0
	<u>18,087</u>	<u>19,047</u>

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

PARISH CHURCH OF ST. MICHAEL YORKTOWN, CAMBERLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2021

	2021	2020
5 LIABILITIES		
	£	£
Amounts falling due within one year		
Accruals and deferred income	11,468	11,648
	<u>11,468</u>	<u>11,648</u>
	<u><u>11,468</u></u>	<u><u>11,648</u></u>

6 ANALYSIS OF NET ASSET BY FUND	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2021	2020
	£	£	£	£	£
Current assets:					
current accounts	11,186		45,395	56,582	66,946
Deposits at Central Board of Finance	41,204	0	70,220	111,424	111,368
Cash in hand			151	151	151
Debtors	4,749	0	0	4,749	100
Current liabilities	(11,467)		0	(11,467)	(11,647)
FUND BALANCE	<u>45,672</u>	<u>0</u>	<u>115,766</u>	<u>161,438</u>	<u>166,918</u>
	<u><u>45,672</u></u>	<u><u>0</u></u>	<u><u>115,766</u></u>	<u><u>161,438</u></u>	<u><u>166,918</u></u>

7 RESTRICTED FUND DETAILS	Movement in resources				
	Balance at start of year	Transfers between funds	Incoming	Outgoing	Balance at end of year
	£	£	£	£	£
Miss Reid's Legacy	747		3		750
St Michael's churchyard	1,815		6,952	(8,415)	352
Choir	808				808
Flowers	215				215
Organ	3,115		1		3,116
Chapel Fund	866		1		867
Renewal Fund	102,788		6,597	(77)	109,308
Bells	349				349
	<u>110,703</u>	<u>0</u>	<u>13,554</u>	<u>(8,492)</u>	<u>115,765</u>
	<u><u>110,703</u></u>	<u><u>0</u></u>	<u><u>13,554</u></u>	<u><u>(8,492)</u></u>	<u><u>115,765</u></u>