

**Parochial Church Council of  
St Botolph's Church, Shepshed**

**End of Year Financial Statements**

**Year ending 31<sup>st</sup> December 2020**

**Charity Number: 1133049**

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**Trustees Annual Report**

**Reference and Administrative Details**

St Botolph's Church	Parish Office
Church Street	Church Gate
Shepshed	Shepshed
Loughborough	Leicestershire
Leicestershire	LE12 9RJ
LE12 9RH	

**Bankers**

HSBC	NatWest
41 Market Place	Market Place
Loughborough	Loughborough
LE11 3EJ	LE11 3NZ

**Reader & Chair**

Reverend Lydia Humphreys (Incumbent & Chair)  
Reverend John Bird (Non Stipendiary Minister)  
Michael Torne (Reader) (from ??)

**Churchwardens**

John Dodson  
Sarah Parr (to October 2020)  
Robin Popley (from October 2020)

**Deputy Churchwardens**

Colin Stinchcombe  
Stephanie Smith  
Sarah Parr (from October 2020)  
Lorraine Spotak

**Representative on Deanery Synod**

Simon Parr

**Co-Opted/Ex-Officio Members**

Julie Rock (Secretary) (Co-Opted)  
Jane Payne (Treasurer) (Co-Opted)  
Diane Melton (Ex-Officio)  
Adie Sanders (Ex-Officio)

**Elected Members**

Roger Smith (to October 2020)	
Peter Soar (to October 2020)	Vicky Gould
Kathryn Taylor	Simon Parr
Glennis Wilcox	Richard Rock
David Willmore (from October 2020)	

### **Structure and Governance**

The Parochial Church Council (PCC) registered as a charity with the Charity Commission on 1 December 2009. The PCC is the executive committee of the parish, and consists of clergy and churchwardens, together with representatives of the laity. The appointment of PCC members is governed by and set out in the Church Representation Rules and new PCC members are briefed on their roles and responsibilities. The PCC meets every two months to discuss ongoing plans and concerns.

Everybody on the Electoral Roll is eligible to seek nomination for the PCC and elections are held at the Annual Parish Council Meeting, to which all Church members are encouraged to attend.

### **Aim and Purposes**

The primary aim of the PCC is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC co-operates with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It is responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship in our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church and the hall.

The Church was open on Saturday and Tuesday mornings for anyone to attend up to 21<sup>st</sup> March 2020, and refreshments were available. Unfortunately, from 22<sup>nd</sup> March restrictions were in place and we remained closed to end of June. Once restrictions were eased slightly, we began to open when possible, but this has been a constant change due to the ever changing situation with the pandemic. The services were transmitted online through Zoom and YouTube with over 100 viewers. There are women's and men's fellowship groups which meet regularly (where possible) and this continued on zoom for some groups. Several social and fundraising events were arranged by volunteers in 2020 raising over £3,600.

The PCC agreed to continue to support the local youth centre, Passion and Food Bank. The Church also raised funds for Christian Aid and the Children's Society.

The activities of the Church have been possible because of the time given by a large number of volunteers.

### **Achievements and Performance**

Worship and Prayer - The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. This year we have continued to provide two or three worship services on Sundays, and one mid-week, with children's church on the most Sundays and Messy church once a month up to 21<sup>st</sup> March. There are over 200 people in our worshipping community, with over 100 attending on a "usual" Sunday. From 23<sup>rd</sup> March we were in a national lockdown and we continued

Parochial Church Council of St Botolph's Church, Shepshed  
Charity Number 1133049

services online through Zoom and Youtube. Attendances in lockdown were over 100 households tuning into the online services.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. The Church supported those recently bereaved through the Light Up a Life event in December when people were invited to remember a loved one by lighting a candle. 1 person was baptised in 2020, 5 couples had booked to be married in 2020, but all of these weddings were postponed to 2021 due to the pandemic and 19 funeral services were held either in church or conducted by a member of the ministry team at the crematorium or cemetery.

Deanery Synod - A member of the PCC sits on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Community activities - In 2020, the links with the local primary schools have continued to be developed with members of the church supporting the schools through assemblies.

The church was not used for the Rotary Christmas Tree Festival, but there were 3 trees positioned on the outside of the church. It has also been the venue for a passion concert which was well supported by the local community. Members of the community are invited to the social and fundraising events such as the Outdoor Produce Show and Christmas Market.

#### **Financial Review**

The pledged contribution of £61,500 was reviewed due to the pandemic to £55,000 and this was paid to the Diocese of Leicester in 2020.

During 2020, there has been an increase in income from regular giving, but a loss of the income received through the weekly collection plate. We do intend to run a Parish Campaign which will be planned for the future. The parish giving scheme continues to be the best way for parishers to make regular monthly gifts and the numbers using the scheme continues to grow.

We continued to take SumUp machine to take contactless payments, this was used at the Christmas Market, for purchase of tickets and at the VE and Christingle collection.

#### **Reserves policy**

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

The Old School Fund can be used at the discretion of the vicar and churchwardens.

#### **Plans for Future Periods**

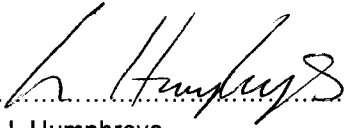
We plan to take on a children and families worker on a part time basis in the near future. A new logo is in the process of being developed.

#### **Risk Management**

The major financial risk to which the PCC is exposed is that the income is insufficient to cover the annual costs. Other risks have been identified and a Health and Safety Policy and a Child Safeguarding Policy have been introduced.

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The Trustees declare they have approved the above report on 2 May 2021 and it is signed on their behalf by:-

  
.....

Rev L Humphreys  
Vicar

**Independent Examiner's Report**

**Reports and recommendations following the Independent Examination of  
St Botolph's Church Year End 31<sup>st</sup> December 2020**

**Balance Sheet:**

In discussions in advance of the examination it had been discovered that the depreciation of fixtures had not been done for a few years and that the agency funds needed reviewing. This had an impact on Inc and exp in 2020. The funds held also required adjustments to reflect the correct values for year end.

**Income and expenditure**

It was noted that there should be more analysis of the reference "Extraordinary resources" code 2339, including a new code to reflect "Gifts" given to individuals.

Some other reanalysis was advised including the CCLI cost.

It was concerning that in the original file, invoices for the electrical work from G A Taylor and guttering from Aaron Starbuck were missing, however these were provided on request.

There were no receipts / acknowledgements or thank you letters on file from Christian Aid / Passion or the Food bank.

**Recommendations:**

The PCC should have a clear policy of agreement when it comes to agreeing expenditure. This could be agreement that everything over a certain amount should be agreed by the PCC. For example the "Steaming cost of £688.47

Any donations of value made should have a covering letter with a request for an acknowledgement of the donation. If needs be put a stamped addressed envelope for return.

As a rule of thumb where there is back up please put it on file, for example letters about grants, or funeral directors or donation acknowledgements. If there is no back up, such as the electrical work, then ever effort should be made to get it.

On the whole the records are kept in good order.

I recommend that you look into the "My fund accounting" cloud package from Data Developments that is being rolled out by the Diocese maybe for the start of 2022.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

St Botolph's Church, Shepshed Leics

On accounts for the year  
ended

31<sup>st</sup> December 2020

Charity no  
(if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**

Responsibilities and  
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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.

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.

Signed:

*Colin Wood*

Date: 31st March 2021

Name:

Colin Wood

Relevant professional  
qualification(s) or body  
(if any):

Member of the Association of Accounting Technicians

Address:

16 Wordsworth Rd

Loughborough

Leicestershire LE11 4LQ

Parochial Church Council of St Botolph's Church, Shepshed  
Charity Number 1133049  
**ANALYSIS OF INCOME AND EXPENDITURE – FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>Income and Endowments</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>
<b>Donations and legacies</b>						
0101 - Gift Aid - Bank	25,059	—	—	—	25,059	26,673
0102 - Non Gift Aid - Bank	4,431	—	—	—	4,431	5,098
0103 - Parish Giving Scheme - GA	14,994	—	—	—	14,994	10,816
0104 - Parish Giving Scheme - No GA	2,083	—	—	—	2,083	2,197
0110 - Gift Aid - Envelopes (Blue)	5,658	—	—	—	5,658	7,966
0112 - Non Gift Aid - Envelopes (Blue)	1,534	—	—	—	1,534	765
0201 - Other planned giving	880	—	—	—	880	786
0301 - Loose plate collections – Regular serv	1,360	—	—	—	1,360	3,712
0302 - Loose plate collections – Other serv	688	—	—	—	688	793
0410 - Giving through wall safe	83	—	—	—	83	42
0501 - One-off Gift Aid gifts (Yellow) - Regular	1,093	—	—	—	1,093	2,246
0502 - One-off Gift Aid gifts (Yellow) - other	60	—	—	—	60	639
0550 - Donations appeals etc	4,834	—	—	—	4,834	1,657
0601 - Tax recoverable on Gift Aid	17,217	—	—	—	17,217	16,911
0701 - Legacies	301	—	—	—	301	277
0801 - Grants	2,500	—	—	—	2,500	—
0901 - Other funds generated	663	—	—	—	663	2,370
0903 - Christmas Gifts	720	—	—	—	720	625
0905 – Coffee Income	546	—	—	—	546	2,084
<b>Donations and legacies Totals</b>	<b>84,712</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>84,712</b>	<b>85,664</b>
<b>Income from charitable activities</b>						
1101 - Fees for weddings and banns	1,995	—	—	—	1,995	2,982
1102 - Fees for funerals	4,017	—	—	—	4,017	11,579
1210 - Bookstall sales	—	—	—	—	—	112
1300 - Children's Church	—	—	—	—	—	20
<b>Income from charitable activities Totals</b>	<b>6,012</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>6,012</b>	<b>14,693</b>
<b>Other trading activities</b>						
0202 - Loose plate Collection - Baptism	—	—	—	—	—	89
0902 - Christmas market	3,037	—	—	—	3,037	2,632
0906 - 100 club	1,330	—	—	—	1,330	2,377
0910 - Social and Fundraising events	809	—	—	—	809	1,920
1220 - Bookstall sales - fund raising	—	—	—	—	—	78
1240 - Church hall lettings - fund raising	3,395	—	—	—	3,395	9,586
1250 - Magazine income - advertising	427	—	—	—	427	598
1260 - Parish magazine sales	328	—	—	—	328	223
1280 - Income from printing and	28	—	—	—	28	155
<b>Other trading activities Totals</b>	<b>9,355</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>9,355</b>	<b>17,660</b>
<b>Investments</b>						
1020 - Bank and building society interest	20	257	39	54	371	680
<b>Investments Totals</b>	<b>20</b>	<b>257</b>	<b>39</b>	<b>54</b>	<b>371</b>	<b>680</b>
<b>Other income</b>						
0303 - Loose Collections - Funerals	10	—	—	—	10	305
1270 - St James' contribution	3,000	—	—	—	3,000	3,000
1320 - Surplus - sales of fixed assets	—	—	—	—	—	200
<b>Other income Totals</b>	<b>3,010</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,010</b>	<b>3,505</b>
<b>Income and endowments Grant totals</b>	<b>103,111</b>	<b>257</b>	<b>39</b>	<b>54</b>	<b>103,462</b>	<b>122,203</b>

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**Expenditure**

**Raising funds**

1701 - Fundraising costs	193	—	—	—	193	71
1702 - 100 Club	865	—	—	—	865	1,030
1740 - Investment management costs	25	—	—	—	25	25

<b>Raising funds Totals</b>	<b>1,083</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,083</b>	<b>1,126</b>
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**Expenditure on charitable activities**

1850 - Mission giving - home	1,890	—	—	—	1,890	1,682
1851 - Mission giving - international	—	—	—	—	—	1,000
1910 - Parish gift	55,000	—	—	—	55,000	61,597
1911 - Assigned fees	2,566	—	—	—	2,566	2,547
2050 - Salary of parish administrator	6,395	—	—	—	6,395	6,395
2051 - Caretaker salary	4,160	—	—	—	4,160	4,208
2052 - Treasurer's Expenses/Wages	3,475	—	—	—	3,475	926
2053 - Gifts	226	—	—	—	226	—
2101 - Working expenses of incumbent	798	—	—	—	798	1,078
2102 - Non-Stipendiary minister's expenses	230	—	—	—	230	731
2104 - Pastoral assistant expenses	405	—	—	—	405	603
2110 - Subscriptions	569	—	—	—	569	533
2164 - Messy Church/Children's Services	10	—	—	—	10	71
2201 - Training	15	—	—	—	15	170
2202 - Books & Resources	346	—	—	—	346	665
2310 - Church office – telephone/internet	553	—	—	—	553	461
2320 - Organ / piano tuning	291	—	—	—	291	291
2321 - Organists fees	1,185	—	—	—	1,185	2,316
2331 - Cleaning	174	—	—	—	174	247
2339 - Extraordinary Resources for services/mis	221	—	—	—	221	1,017
2340 - Upkeep of services	2,882	—	—	—	2,882	1,785
2341 - Wedding costs	174	—	—	—	174	875
2342 - Funeral Costs	2,261	—	—	—	2,261	3,171
2345 - Hospitality	284	—	—	—	284	897
2361 - Printing and stationery	960	—	—	—	960	1,493
2362 - Office Costs	773	—	—	—	773	457
2363 - Photocopier Costs	1,620	—	—	—	1,620	1,273
2401 - Church running - electricity	958	—	—	—	958	1,367
2410 - Church running - gas	2,257	—	—	—	2,257	2,677
2420 - Church running - water	99	—	—	—	99	64
2450 - Church running - insurance	4,205	—	—	—	4,205	4,191
2460 - Church running - maintenance	4,656	—	—	—	4,656	2,984
2530 - Hall running - electricity	477	—	—	—	477	929
2540 - Hall running - gas	727	—	—	—	727	831
2550 - Hall running - insurance	1,404	—	—	—	1,404	1,392
2560 - Hall running - maintenance	893	—	—	—	893	703
2580 - Hall running - water	206	—	—	—	206	327
2601 - Governance costs examination/audit fee	900	—	—	—	900	720
2602 - Payroll costs	—	—	—	—	—	144
2610 - Advertising	591	—	—	—	591	252
2620 - PAYE/NI	1,010	—	—	—	1,010	1,311
2710 - Church major repairs - installation	10,680	—	—	—	10,680	—
2820 - Hall + major repairs - installation	—	—	—	—	—	579
2990 - St James' Costs	35	—	—	—	35	—

<b>Expenditure on charitable activities Totals</b>	<b>116,577</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>116,577</b>	<b>114,978</b>
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<b>Expenditure Grand totals</b>	<b>117,660</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>117,660</b>	<b>116,105</b>
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*There may be minor discrepancies in the totals if the pence are not being shown*

Parochial Church Council of St Botolph's Church, Shepshed  
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**Fund Movement by Type – for the Year Ended 31 December 2020**

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances carried forward
<b>Bells</b>							
Restricted	10,799.09	20.09	—	(6,068.29)	—	—	4,750.89
<b>Sub-totals</b>	<b>10,799.09</b>	<b>20.09</b>	<b>—</b>	<b>(6,068.29)</b>	<b>—</b>	<b>—</b>	<b>4,750.89</b>
<b>CBF Curate Fund</b>							
Endowment	7,128.41	30.49	—	53.58	—	—	7,212.48
<b>Sub-totals</b>	<b>7,128.41</b>	<b>30.49</b>	<b>—</b>	<b>53.58</b>	<b>—</b>	<b>—</b>	<b>7,212.48</b>
<b>Bradley Fabric Fund</b>							
Endowment	5,662.63	24.23	—	42.56	—	—	5,729.42
<b>Sub-totals</b>	<b>5,662.63</b>	<b>24.23</b>	<b>—</b>	<b>42.56</b>	<b>—</b>	<b>—</b>	<b>5,729.42</b>
<b>NatWest Curate's Account</b>							
Restricted	161.43	19.08	—	(2.64)	—	—	177.87
<b>Sub-totals</b>	<b>161.43</b>	<b>19.08</b>	<b>—</b>	<b>(2.64)</b>	<b>—</b>	<b>—</b>	<b>177.87</b>
<b>Neville Curates Fund</b>							
Endowment	7,123.80	—	—	—	—	—	7,123.80
<b>Sub-totals</b>	<b>7,123.80</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>7,123.80</b>
<b>Old School Account</b>							
Designated	71,513.28	257.53	—	(20,718.22)	—	—	51,052.59
<b>Sub-totals</b>	<b>71,513.28</b>	<b>257.53</b>	<b>—</b>	<b>(20,718.22)</b>	<b>—</b>	<b>—</b>	<b>51,052.59</b>
<b>General</b>							
Unrestricted	88,925.09	103,111.34	117,660.86	26,693.01	—	—	101,068.58
<b>Sub-totals</b>	<b>88,925.09</b>	<b>103,111.34</b>	<b>117,660.86</b>	<b>26,693.01</b>	<b>—</b>	<b>—</b>	<b>101,068.58</b>
<b>Totals</b>	<b>191,313.73</b>	<b>103,462.76</b>	<b>117,660.86</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>177,115.63</b>

Parochial Church Council of St Botolph's Church, Shepshed  
Charity Number 1133049

**Balance Sheet detailed**  
**For the Year Ended 31<sup>st</sup> December 2020**

	As at 31/12/2020	As at 31/12/2019
<b>Fixed assets</b>		
6440: Church Hall	68,000.00	68,000.00
6445: Church Equipment	2,232.00	3,634.00
<b>Total Fixed assets</b>	<b>70,232.00</b>	<b>71,634.00</b>
<b>Current assets</b>		
6501: Bank current account	33,695.57	34,763.25
6502: Bell Fund	4,750.89	4,730.80
6503: Curates Fund	7,212.48	7,156.99
6504: Bradley Fabric Fund	5,729.42	5,705.19
6506: Old School Account	51,052.59	60,795.06
6507: Curates Account Natwest	177.87	188.22
6508: Neville Bequest (Curates Fund)	7,123.80	7,123.80
<b>Total Current assets</b>	<b>109,742.62</b>	<b>120,463.31</b>
<b>Liabilities</b>		
6699: Agency collections	1,678.99	783.58
Z04: Accounts Payable	1,180.00	—
<b>Total Liabilities</b>	<b>2,858.99</b>	<b>783.58</b>
<b>Net Asset surplus (deficit)</b>	<b>177,115.63</b>	<b>191,313.73</b>
<b>Reserves</b>		
Excess / (deficit) to date	(14,198.10)	(16,088.33)
Z01: Starting balances	191,313.73	207,402.06
Z03: Gains/(losses) on reval of fixed assets	—	—
<b>Total Reserves</b>	<b>177,115.63</b>	<b>191,313.73</b>

<b>Represented by Funds</b>		
Unrestricted	101,068.58	88,925.09
Designated	51,052.59	71,513.28
Restricted	4,928.76	10,960.52
Endowment	20,065.70	19,914.84
<b>Total</b>	<b>177,115.63</b>	<b>191,313.73</b>