

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

**End of Year Financial Statements**

**Year ending 31<sup>st</sup> December 2021**

**Charity Number: 1133049**

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

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

**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)  
Richard Rock (Reader – Licensed 9<sup>th</sup> October)

**Churchwardens**

Robin Popley  
John Dodson (to 2<sup>nd</sup> May 2021)

**Deputy Churchwardens**

Colin Stinchcombe  
Sarah Parr  
Lorraine Spotak  
John Dodson (from 2<sup>nd</sup> May 2021)  
Diane Melton (from 2<sup>nd</sup> May 2021)

**Representative on Deanery Synod**

Simon Parr  
John Dodson (from 2<sup>nd</sup> May 2021)

**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**

Kathryn Taylor (to June 2021)  
Glennis Wilcox  
David Willmore  
Vicky Gould (to May 2021)  
Simon Parr  
Richard Rock  
Rebecca Reedman

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**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. This resumed during September. Once restrictions were eased slightly, we began to open when possible from 1<sup>st</sup> May 2021, 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 2021 raising nearly £6,000.

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

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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 started in 'lockdown' with online services as a Benefice through Zoom and Youtube, but services were resumed on 2<sup>nd</sup> May 2021 without singing and from Sunday 25<sup>th</sup> July we had a full sung service. There are over 200 people in our worshipping community, with over 80 attending on a "usual" Sunday. Attendances in lockdown were over 100 households tuning into the online services and round 60 to 80 have attended since services have restarted. Youtube has continued throughout the year.

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. 6 individuals were baptised in 2021, 8 couples were married in 2021 and 32 funeral services were held either in church or conducted by a member of the ministry team at the crematorium or cemetery.

We have been looking into the 'Shaped by God' process and the possible implications of this have been discussed at length. A report was sent to the Diocese about the churches response to the different Models. Several people have attended webinars on the proposed changes. We await notification from the Diocese of how this will affect our Parish.

Deanery Synod - Two members of the PCC sit 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 2021, 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. 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 £55,000 was reviewed due to the pandemic was reduced to £50,000 and this was paid to the Diocese of Leicester in 2021.

During 2021, there has been an increase in income from regular giving, but there has been a loss of the income received through the weekly collection plate. We run a Parish Giving Campaign in October this was very successful with giving increased and new joiners for the Parish Giving Scheme. The parish giving scheme which continues to be very successful with people joining the Parish Giving Scheme. This continues to be the best way for parishioners to make regular monthly gifts and the numbers using the scheme continues to grow.

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We continued to use the Sum Up machine to take contactless payments; this was used at the Christmas Market and we now have regular giving on a Sunday through the machine with our new Donation Station.

**Reserves policy**

It is our policy to invest our funds balances with the CBF Church of England Deposit Fund. It is planned to investigate a Trust Investment Scheme in the coming year.

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

**Plans for Future Periods**

A new logo has been developed and is now in use.

Repairs on the roof started at the end of 2021 and further roof repairs are planned in 2022. A Funding Campaign will be launched in 2022 to raise additional funds for these repairs.

**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.

The Trustees declare they have approved the above report on 22<sup>nd</sup> May 2022 and it is signed on their behalf by:-

  
.....

Rev L Humphreys  
Vicar

## **Reports and recommendations following the Independent Examination of St Botolph's Church Year End 31<sup>st</sup> December 2021**

### **Balance Sheet / Funds**

It was noted that the grants given by Leics Historical Churches and All Churches had been given with specific intent. In both cases, however, they had been recorded as "General Funds".

*Grants are usually restricted income funds and many grant-makers will give a deadline within which the PCC must draw down and spend the grant.*

On further investigation it was discovered that the expenditure for which the grants had been given had also come from General Funds and so no further adjustment required this year.

Please be aware of this moving forward

### **Income and expenditure**

With regard to payments made by cash, for example choir, vergers, organist, bells etc. Receipts should be obtained (or at the very least a signed acknowledgement)

The receipt for the Tuesday club Christmas meal for £320.95 from the Pied bull is missing from the file

### **Recommendations:**

Last year I said:

*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.*

I have seen the minutes of the PCC meeting where the roof lights were agreed, however it is not clear if there was a proposal / seconder and vote to spend £5k

Last year I recommended

*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*

This year I have also recommended a webinar to look at on the same.

Since the start of 2022 HSBC have begun to make charges on current accounts. You should highlight these charges on a separate line in your accounts. If it is at all possible I would look at moving to another bank. The Sunday Times recommend the Coop.



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 2021

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 **31/12/2021**

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: 27<sup>th</sup> April 2022

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



**Analysis of income and expenditure**  
**Selected period: 01 January 2021 to 31 December 2021**

Income and Endowments	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>Donations and legacies</b>						
0101 - Gift Aid - Bank	25,351	—	—	—	25,351	25,059
0102 - Non Gift Aid - Bank	4,096	—	—	—	4,096	4,431
0103 - Parish Giving Scheme - GA	17,282	—	—	—	17,282	14,994
0104 - Parish Giving Scheme - No GA	1,654	—	—	—	1,654	2,083
0110 - Gift Aid - Envelopes (Blue)	5,278	—	—	—	5,278	5,658
0112 - Non Gift Aid - Envelopes (Blue)	1,121	—	—	—	1,121	1,534
0201 - Other planned giving	1,705	—	—	—	1,705	880
0301 - Loose plate collections – Regular services	1,160	—	—	—	1,160	1,360
0302 - Loose plate collections – Other services	236	—	—	—	236	688
0410 - Giving through wall safe	24	—	—	—	24	83
0501 - One-off Gift Aid gifts (Yellow) - Regular	419	—	—	—	419	1,093
0502 - One-off Gift Aid gifts (Yellow) - Other	123	—	—	—	123	60
0550 - Donations appeals etc	2,534	—	—	—	2,534	5,554
0551 - Roof Phase 1	—	—	745	—	745	—
0601 - Tax recoverable on Gift Aid	13,479	—	—	—	13,479	17,217
0701 - Legacies	540	—	—	—	540	301
0801 - Grants	9,796	—	—	—	9,796	2,500
0901 - Other funds generated	181	—	—	—	181	663
0905 - Coffee Income	460	—	—	—	460	546
<b>Donations and legacies Totals</b>	<b>85,445</b>	<b>—</b>	<b>745</b>	<b>—</b>	<b>86,190</b>	<b>84,712</b>
<b>Income from charitable activities</b>						
1101 - Fees for weddings and banns	4,675	—	—	—	4,675	1,985
1102 - Fees for funerals	3,292	—	—	—	3,292	4,017
1210 - Bookstall sales to promote	18	—	—	—	18	—
<b>Income from charitable activities Totals</b>	<b>7,985</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>7,985</b>	<b>6,012</b>
<b>Other trading activities</b>						
0202 - Loose plate Collection - Baptism	162	—	—	—	162	—
0902 - Christmas market	2,953	—	—	—	2,953	3,037
0906 - 100 club	2,589	—	—	—	2,589	1,330
0910 - Social and Fundraising events	2,918	—	—	—	2,918	809
1220 - Bookstall sales - fund raising	88	—	—	—	88	—
1240 - Church hall lettings - fund raising	3,354	—	—	—	3,354	3,395
1250 - Magazine income - advertising	537	—	—	—	537	427
1260 - Parish magazine sales	204	—	—	—	204	328
1280 - Income from printing and stationery	13	—	—	—	13	28
<b>Other trading activities Totals</b>	<b>12,821</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>12,821</b>	<b>9,355</b>
<b>Investments</b>						
1020 - Bank and building society interest	5	26	5	5	42	371
<b>Investments Totals</b>	<b>5</b>	<b>26</b>	<b>5</b>	<b>5</b>	<b>42</b>	<b>371</b>
<b>Other income</b>						
0303 - Loose Collections - Funerals	210	—	—	—	210	10
1270 - St James' contribution	3,000	—	—	—	3,000	3,000
<b>Other income Totals</b>	<b>3,210</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,210</b>	<b>3,010</b>
<b>Income and endowments Grand totals</b>	<b>109,467</b>	<b>26</b>	<b>750</b>	<b>5</b>	<b>110,250</b>	<b>103,462</b>

There may be minor discrepancies in the totals if the pence are not being shown

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

**Charity Number 1133049**

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Expenditure</b>						
<b>Raising funds</b>						
1701 - Fundraising costs	433	—	—	—	433	193
1702 - 100 Club	1,020	—	—	—	1,020	865
1703 - Library	996	—	—	—	996	—
1740 - Investment management costs	—	—	25	—	25	25
<b>Raising funds Totals</b>	<b>2,449</b>	<b>—</b>	<b>25</b>	<b>—</b>	<b>2,474</b>	<b>1,083</b>
<b>Expenditure on charitable activities</b>						
1850 - Mission giving - home	200	—	—	—	200	1,890
1910 - Parish gift	50,000	—	—	—	50,000	55,000
1911 - Assigned fees	2,762	—	—	—	2,762	2,566
2050 - Salary of parish administrator	7,622	—	—	—	7,622	6,395
2051 - Caretaker salary	4,133	—	—	—	4,133	4,160
2052 - Treasurer's Expenses/Wages	3,463	—	—	—	3,463	3,475
2053 - Gifts	178	—	—	—	178	226
2101 - Working expenses of incumbent	692	—	—	—	692	798
2102 - Non-Stipendary minister's expenses	358	—	—	—	358	230
2104 - Pastoral assistant expenses	232	—	—	—	232	405
2110 - Subscriptions	549	—	—	—	549	569
2164 - Children's Services	22	—	—	—	22	10
2201 - Training	—	—	—	—	—	15
2202 - Books & Resources	517	—	—	—	517	346
2310 - Church office — telephone/internet	649	—	—	—	649	553
2320 - Organ / piano tuning	—	—	—	—	—	291
2321 - Organists fees	1,272	—	—	—	1,272	1,185
2331 - Cleaning	139	—	—	—	139	174
2339 - Extraordinary Resources for services/mis	—	—	—	—	—	221
2340 - Upkeep of services	1,906	—	—	—	1,906	2,882
2341 - Wedding costs	2,375	—	—	—	2,375	174
2342 - Funeral Costs	3,579	—	—	—	3,579	2,281
2343 - Baptism costs	75	—	—	—	75	—
2345 - Hospitality	420	—	—	—	420	284
2361 - Printing and stationery	471	—	—	—	471	960
2362 - Office Costs	201	—	—	—	201	773
2363 - Photocopier Costs	1,447	—	—	—	1,447	1,620
2401 - Church running - electricity	906	—	—	—	906	958
2410 - Church running - gas	2,302	—	—	—	2,302	2,257
2420 - Church running - water	106	—	—	—	106	99
2450 - Church running - insurance	4,225	—	—	—	4,225	4,205
2460 - Church running - maintenance	6,988	—	—	—	6,988	4,656
2530 - Hall running - electricity	555	—	—	—	555	477
2540 - Hall running - gas	744	—	—	—	744	727
2550 - Hall running - insurance	1,423	—	—	—	1,423	1,404
2560 - Hall running - maintenance	1,668	—	—	—	1,668	893
2580 - Hall running - water	448	—	—	—	448	206
2601 - Governance costs exam/audit fee	231	—	—	—	231	900
2610 - Advertising	—	—	—	—	—	591
2620 - PAYE/NI	1,188	—	—	—	1,188	1,010
2710 - Church major repairs - installation	8,135	—	—	—	8,135	10,680
2820 - Hall + major repairs - installation	987	—	—	—	987	—
2990 - St James' Costs	—	—	—	—	—	35
<b>Expenditure on charitable activities Totals</b>	<b>113,184</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>113,184</b>	<b>116,577</b>
<b>Expenditure Grand totals</b>	<b>115,634</b>	<b>—</b>	<b>25</b>	<b>—</b>	<b>115,659</b>	<b>117,660</b>

*There may be minor discrepancies in the totals if the pence are not being shown*

**Parochial Church Council of St Botolph's Church, Shepshed**  
**Charity Number - 1133049**  
**Fund movement by type**  
**Selected period: 01 January 2021 to 31 December 2021**

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	4,750	2	—	—	—	—	4,753
<b>Sub-totals</b>	<b>4,750</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>4,753</b>
<b>CBFCurate</b>							
Endowment	7,212	2	—	—	—	—	7,215
<b>Sub-totals</b>	<b>7,212</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>7,215</b>
<b>Fabric</b>							
Endowment	5,729	2	—	—	—	—	5,732
<b>Sub-totals</b>	<b>5,729</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>5,732</b>
<b>NatWest</b>							
Restricted	177	3	25	—	—	—	156
<b>Sub-totals</b>	<b>177</b>	<b>3</b>	<b>25</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>156</b>
<b>Neville</b>							
Endowment	7,123	—	—	—	—	—	7,123
<b>Sub-totals</b>	<b>7,123</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>7,123</b>
<b>OldSchool</b>							
Designated	51,052	26	—	—	—	—	51,079
<b>Sub-totals</b>	<b>51,052</b>	<b>26</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>51,079</b>
<b>Roof1</b>							
Restricted	—	745	—	—	—	—	745
<b>Sub-totals</b>	<b>—</b>	<b>745</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>745</b>
<b>General</b>							
Unrestricted	101,068	109,467	115,634	—	—	—	94,901
<b>Sub-totals</b>	<b>101,068</b>	<b>109,467</b>	<b>115,634</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>94,901</b>
<b>Totals</b>	<b>177,115</b>	<b>110,250</b>	<b>115,659</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>171,706</b>

**Balance Sheet detailed**  
**For the Year Ended 31<sup>st</sup> December 2021**

	As at 31/12/2021	As at 31/12/2020
<b>Fixed assets</b>		
6440: Church Hall	68,000.00	68,000.00
6445: Church Equipment	2,545.00	2,232.00
<b>Total Fixed assets</b>	<b>70,545.00</b>	<b>70,232.00</b>
<b>Current assets</b>		
6501: Bank current account	26,209.69	33,695.57
6502: Bell Fund	4,753.37	4,750.89
6503: Curates Fund	7,216.23	7,212.48
6504: Bradley Fabric Fund	5,732.40	5,729.42
6506: Old School Account	51,079.18	51,052.59
6507: Curates Account Natwest	159.90	177.87
6508: Neville Bequest (Curates Fund)	7,123.80	7,123.80
6590: Cash in hand	200.00	—
<b>Total Current assets</b>	<b>102,474.57</b>	<b>109,742.62</b>
<b>Liabilities</b>		
6699: Agency collections	1,313.04	1,678.99
Z04: Accounts Payable	—	1,180.00
<b>Total Liabilities</b>	<b>1,313.04</b>	<b>2,858.99</b>
<b>Net Asset surplus (deficit)</b>	<b>171,706.53</b>	<b>177,115.63</b>
<b>Reserves</b>		
Excess / (deficit) to date	(5,409.10)	(14,198.10)
Z01: Starting balances	177,115.63	191,313.73
Z03: Gains/(losses) on reval of fixed assets	—	—
<b>Total Reserves</b>	<b>171,706.53</b>	<b>177,115.63</b>

Represented by Funds		
Unrestricted	94,901.66	101,068.58
Designated	51,079.18	51,052.59
Restricted	5,654.60	4,928.76
Endowment	20,071.09	20,065.70
<b>Total</b>	<b>171,706.53</b>	<b>177,115.63</b>