

THE PARISH CHURCH OF ST PETER & ST PAUL RUSTINGTON

Registered Charity No. 1133812

ANNUAL REPORT and FINANCIAL STATEMENTS of the PAROCHIAL CHURCH COUNCIL

For the year ended 31 December 2021

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Structure, Governance and Management

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year, the following served as members of the Parochial Church Council:

Incumbent:	The Revd Natalie Loveless	Ex-officio (<i>Chair</i>)
Wardens:	Carrie McLeod Jackie Gordon Henry Bott	<i>vice Chair</i> Until APCM 2021 From APCM 2021
Representative of the Diocesan Synod:	Liz Henderson	Ex-officio
Representatives of The Deanery Synod:	Carrie McLeod Dot Mitcham	From APCM 2021
Elected Members:	Pam Brooks Lesley Payne Dot Mitcham Pamela Jones Steve Newman Jan Peacock Christopher Simmance Glyn Mathias Sarah Collins Gill Renny Di Kearsy Clare Birkhead Charlie Sims Jenny Everett	Until APCM 2021 Re-elected APCM 2021 Until APCM 2021 Re-elected APCM 2021 From APCM 2021 From APCM 2021 From APCM 2021 From APCM 2021 From APCM 2021 From APCM 2021
Treasurer:	Glyn Mathias	
Appointed Officer Hon Secretary to PCC:	Jean Bulley	

Aims and Purposes

The primary objective of St Peter and St Paul's 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 has the responsibility of co-operating with the incumbent, the Reverend Natalie Loveless, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Objectives and Activities

Our Vision/Mission statement: Working together in God's Love for his Kingdom.

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 Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. We hope to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, 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 St Peter and St Paul, Rustington.

Achievements and Performance

Attendances remained down due to the pandemic. However, in October 2021 (when the average yearly attendance is calculated) the average weekly attendance was 153 which includes children and those online. The total last year averaged out to 144.

There are 191 parishioners on the Church Electoral roll following a revision in 2020, this is up one from 190 the previous year.

There was 1 wedding and 13 funerals. Baptisms were up from 3 in 2020 to 9 in 2021.

Review of the year

The full PCC met 8 times during the year. 4 of these were via zoom due to the pandemic, the average attendance at meetings was 14.

The Standing Committee met 7 times.

The PCC undertook the second and third sessions of PCC tonight – Why does the PCC exist? and What is the best way to conduct meetings? Sessions 4 – 6 were due to be undertaken at the planned Vision Awayday in September which, unfortunately, had to be cancelled.

Due to Covid 19 Committees and Groups only began meeting from September but reports were received by the full PCC and discussed where necessary. More detailed reports can be found under the reports section.

Our Safeguarding Officer undertook the annual review and update of our Safeguarding of Children and Vulnerable Adults Policies which were accepted by the PCC in November. The PCC also reviewed our Anti bullying, Whistleblowing, E Safety and Responding to Safeguarding Allegation Policies. Any changes to Diocesan requirements are passed onto the PCC.

Health & Safety matters are reported by the appointed members of the congregation to the Churchwardens and PCC as necessary.

A GDPR (General Data Protection Regulation) representative ensures we are compliant with any new legislations. The policy is due to be reviewed and updated in 2022.

The PCC reviewed and updated our Conflict of Interest and Investment Policies.

A review of the Ministry groups to allocate members to the six main areas (Buildings and Grounds, Admin and Finance, Mission, Social and Outreach, Families, Pastoral Worship and Discipleship) was undertaken. They would be the link support and report back to the PCC as necessary.

Generosity weeks were planned and held during July and August which resulted in a slight increase in the planned giving.

We received a grant of £750, from the Parish Council, towards the upkeep of the churchyard. A proposal to close the Churchyard to burials was discussed and an application sent to the Ministry of Justice.

Our Quinquennial inspection took place in September and the works required will be carried out in 2022.

PCC members visited Community Hubs that are up and running to see if it is something we can provide in the future.

Rev Laura Darrell led The Difference Course, which was well attended.

In November a resolution was passed by the PCC to commence First Communion in our church.

Public Benefit

The church family welcome visitors from within and outside the church boundary. It is our pleasure to warmly welcome anyone from all walks of life who feel they would like to join in the life of St Peter and St Paul Rustington.

During lockdown, in the first part of the year, services were live streamed offering people in the community, along with regular church family, the opportunity to be a part of the service.

Rebecca of Family Support Work (FSW) is active with a group of volunteers in the village providing support to many in our parish.

In October the St Peter and St Paul Pantry opened its doors to “shares God’s abundant love and generosity with our community”. See full report for more details.

J Squad (renamed 'Rocks') began again in September meeting 3 Sundays a month with an All-Age Service on the other Sunday.

Family Afternoons were held either in church or the hall car park earlier in the year and from September they will be held on certain Sundays during the year.

A trail around the churchyard was set up for families at Easter telling the Easter story ending in a visit into the church for children to receive an egg and goodies.
At Harvest time our flower arranging team decorated the church with flowers and produce donated by the church family.

We were able to host the Remembrance Sunday Service in our Church for the Community. Natalie led the service at the War Memorial at 11am.

This year all the Christmas services went ahead as before lockdown.

The yearly Christingle Service went ahead welcoming families into the church.

A faithful team of people 'church sit' to enable the church to be opened to passing visitors or anyone in the local community wanting a quiet space.

Noah's Ark, an adult and toddler group, is a long-established form of outreach. It offered a weekly story time via Facebook, during lockdown, and returned in September to Tuesday afternoons offering friendship and support for families and carers.

Messy Church remained online during the lockdown and returned to once a month from September. The PCC continues to support Messy Church, which meets in the church and provides an opportunity for families to meet together for craft activities and worship.

Chatterbooks+ (now named Bolders) met online until September when they resumed meeting once a week on a Tuesday evening. A very varied programme was set up – see report for more details.

'WAFFLE' - Women About Fellowship, Fun, Laughter and Entertainment is a group that aims to demonstrate the love of God to women in Rustington and surrounding areas in a fun, inclusive and life-enhancing way.

Men's Fellowship group; although this is a Christian Society the emphasis is on social discussion and friendship. All faiths, concerns, cares or humanity are very welcomed.

Our clergy officiated at funerals here in church and also at Worthing Crematorium providing support to the wider community in bereavement.

Home Communion was able to be offered again once restrictions were eased.

A decision was made to change our Charitable giving from a four-way split to three. Our two main chosen missions – Jaffa CMS (Kevin and Jen Cable) and Family Support Work have been supported during the year. The third split is a flexible pot – which can be used to give money to appeals/emergencies throughout the year.

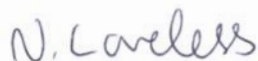
Financial Review

Financial Review The Statement of Financial Activities (SOFA) shows that the Total Income from Unrestricted Funds was £101,477 and the Expenditure of Unrestricted Funds was £113,053 giving a deficit of £11,576. This equates to £965 per month. The Unrestricted Funds also include income from investments amounting to £15,624 and without this income our deficit would have been £27,200 (a shortfall of £2,266 each month). The deficit between our income and expenditure continues to be a major cause of concern as we have a high dependence on investment income to meet our running costs. The PCC needs to address the issue of increasing our voluntary giving to enable us to meet our day-to-day expenses from voluntary giving and fees. The largest expenditure of the PCC is the sum of £74,300 to the Diocese to cover our Parish Ministry Contribution (PMC). This year, because of our anticipated reduction in income, the PCC decided again to pay only our PMC and not pay an additional amount to assist other parishes to cover their PMC costs. Our total payment was £74,300 an increase of £265. Our voluntary income (see note 2(a) for further details) from envelopes, standing orders, PGS and plate collections together with all recoverable income tax was £69,517 compared with £71,353 in 2020. This is a decrease of approx. £1,836. During the year, our voluntary income (including tax recovered) from envelopes was down £2,500, collections were down £3,400, Standing Orders were down about £1,000 but PGS increased by £3,200. Sundry donations have increased by £4,600 but our new online giving option was only £2125, which is down £1,500 from £3,619 in 2020 (all amounts exclude any tax recovered). £15,000 was transferred from the Reserve investment to the Reserve bank account to enable £18,380 to be withdrawn from Reserves and spent during the year. The accounts are monitored by the Finance Group who report to the PCC.

Reserves Policy

It is PCC policy to endeavour to maintain a balance in the reserve bank account equal to approximately two months unrestricted expenditure as a contingency against unforeseen situations. However, when written this policy could not have envisaged such situations as the pandemic we have experienced and in these difficult times it makes sense to hold greater reserves. Fortunately, a Reserve investment fund was set up some years ago and this has helped us through these difficult times. The PCC endeavours not to spend the capital, as the investment income replenishes the withdrawals from our Reserves bank account. From time to time the PCC received restricted legacies for expenditure on particular purposes as defined by the donor. We aim to expend such money as soon as possible after receiving the legacy depending on the objectives specified by the donor. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for the expenditure occurs. The PCC has investment funds for the Reserve Account with the CBF Church of England Fund, managed by CCLA Investment Management Limited.

Approved by the Parochial Church Council on Tuesday 22nd March 2022 and signed on its behalf



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Rev Natalie Loveless – Chair

PAROCHIAL CHURCH COUNCIL OF RUSTINGTON

Treasurer/Finance Officer's Report for the year ended 31 December 2021

Introduction

As Treasurer, I have produced our Financial Statements in the format required by the Diocese, complying with the Church Accounting Regulations 2006 and the current 2015 Statement of Recommended Practice, Accounting and reporting by Charities SORP (FRS 102).

The Parochial Church Council (PCC) is a fully registered Charity under Registration Number 1133812. The members of the PCC are the Trustees of the Charity.

The PCC accounts comprise:

- An independent examiner's report – prepared by xxx xxxxx
- The Statement of Financial Activities (SOFA)
- The Balance Sheet
- Notes to the Financial Statements
- Notes (note 2) relating to incoming resources
- Notes (note 3) relating to resources expended
- Notes (notes 4, 5 & 6) relating to staff costs, fixed assets and investments
- Notes (notes 7, 8, 9 & 10) covering an analysis of net assets, debtors, creditors and a statement of funds
- An explanation of the nature and purposes of the PCC's various funds and the bank accounts in which they are held.
- An explanation of the calculation of charitable giving

Note 2

Compared with 2020 our overall income increased by approx. £3,900 which, considering the continuing impact of the Pandemic, is encouraging. In July we held "Generosity" a series of sermons over 3 Sundays designed to encourage an increase in Giving, particularly using PGS.

Our voluntary income (see note 2(a) for further details) from envelopes, standing orders, PGS and plate collections together with recoverable income tax was £69,517 compared with £71,353 in 2020. This is a decrease of approx. £1,836.

During the year, our voluntary income (including tax recovered) from envelopes was down £2,500, collections were down £2,400, standing orders were down about £1,000 but PGS increased by £3,200

Sundry donations have increased by £4,600 and our new online giving option was only £2,125, which is down £1,500 from £3,619 in 2020 (all amounts exclude any tax recovered).

£15,000 was transferred from the Reserve investment to the Reserve bank account to enable £18,380 to be withdrawn from Reserves and spent during the year.

The PGS remains our preferred method of regular giving, being centrally administered on our behalf and relieving some of the administrative burden of Gift Aid claims.

We were fortunate to receive a restricted grant of £750 from Rustington Parish Council towards the upkeep of the churchyard.

The accounts are monitored by the Finance Team who report to the PCC.

Note 3

Compared with 2020 (see note 3(c) for further details) our overall expenditure decreased by some £28,000.

Changes in our expenditure included not having an Assistant Parish Administrator or paying £29,000 towards refurbishment of the church hall kitchen,

Much of our usual expenditure was reduced for part of the year as many of our usual activities could not take place because the church and the hall were closed.

The main expenditure under church activities was our Diocesan Contribution of £74,300 which was paid in full. This year we only paid the Parish Ministry Contribution (PMC)

Summary

I would like to say a very sincere thank you to all who have given to the church during another difficult year and particularly those who were able to increase their voluntary planned giving.

Our ability to meet our running costs and to fund our many works and outreach to the Parish very much depends on the generosity of you all. Unfortunately, our income from voluntary giving does not match our expenditure. If anyone feels able to increase their giving, however small an amount, it will help in the task.

The outcome of "Generosity" in July was very encouraging, but there is still work that needs to be done to tackle our underlying deficit. We are fortunate in having additional income in the form of legacies (but not this year), investment income and the rent from Henry Avenue. These sources, however, are not assured and cannot be permanently relied upon to help us meet the shortfall. Additionally, since 1984, the cost of all repairs to the church building has been met by the Humphrey Bequest.

Hopefully most of you will know the members of the Finance team, if not it would be nice if you made their acquaintance. I want to give a big thank you to all who have helped me in my role as Treasurer. To Lisa who, as Finance Administrator, still does so much work in keeping the books and paying the bills. To Sue Clark, who joined the team in Summer 2020 as Finance Co-ordinator, and brought with her knowledge of bookkeeping, experience/expertise of spreadsheets and knowledge of other parishes. Sue inputs all the data on the computer which maintains the account records and produces financial reports for the PCC. To Michelle Dyne, as Freewill Offering Recorder, who claims the many thousands of pounds we receive from HMRC in Gift Aid. To John Hawkins, who manages our payroll and does endless battle with utility companies. It has been another interesting but difficult year trying to understand how the financial system works and trying to prepare the end of year accounts. I had looked forward to 2021 when I had hoped we could improve our reporting of the church's financial position to the PCC and church family. Although we have made much progress the Pandemic has not helped in our quest to learn more and improve matters.

Glyn Mathias

Hon Treasurer - PCC of Rustington



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

Charity Name
The PCC of the Ecclesiastical Parish of St Peter & St Paul Rustington

On accounts for the year
ended

31st December 2021

Charity no
(if any)

1133812

Set out on pages

9—21

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/21.

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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent 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:

Date:

06 / 05 / 2022

Name:

Sarah McCurrach

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

IAgSA.

Address:

18 Old Manor Road, Rustington BN16 3QS

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
Incoming resources						
<i>Voluntary income</i>	2a	79,125	802	0	79,927	79,102
<i>Legacies</i>	2a	0			-	2,273
<i>Activities for generating funds</i>	2b	252	2,186		2,438	469
<i>Income from investments</i>	2c	15,624		5,647	21,271	23,287
<i>Church activities</i>	2d	6,476	1,857		8,333	2,948
<i>Other incoming resources</i>	2e					
Total incoming resources		101,477	4,845	5,647	111,969	108,079
Resources expended						
<i>Costs of generating voluntary income</i>	3a					
<i>Fund-raising trading costs</i>	3b		1,168		1,168	
<i>Church activities</i>	3c	113,038	9,166	-2,900	119,304	149,822
<i>Charitable giving</i>	3c	0	5,680		5,680	4,770
<i>Governance Costs</i>	3d	15			15	15
Total resources expended		113,053	16,014	-2,900	126,167	154,607
Net incoming/outgoing resources before transfers		-11,576	-11,169	8,547	-14,198	-46,528
<i>Gross transfers in</i>	5a	174	3,420	33,201	36,795	13,617
<i>Gross transfers out</i>		-3,449	-33,346		-36,795	-13,617
Net incoming/outgoing resources before other recognised gains/losses		-14,851	-41,095	41,748	-14,198	-46,528
<i>Gains/losses on revaluation of fixed assets and investments</i>	6b	4,030		42,318	46,348	24,495
<i>Gains/losses on disposal investment assets</i>		811			811	-14,492
Net movement in funds		-10,010	-41,095	84,066	32,961	-36,525
Total funds brought forward at 01 January 2021		398,656	19,652	217,334	635,644	672,167
Total funds carried forward on 31 December 2021		388,646	-21,443	301,400	668,605	635,644

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

BALANCE SHEET at 31 DECEMBER 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible fixed assets	6a	69,250	69,250
Investment fixed assets	6b	421,905	390,643
Total fixed assets		491,155	459,893
Current assets			
Cash at bank and in hand	7b	62,206	62,727
Short term deposits	7b	99,238	95,253
Debtors	8	19,379	21,721
		<u>180,823</u>	<u>179,701</u>
Creditors: amounts falling due within one year	9	<u>-3,373</u>	<u>-3,950</u>
Net current assets		177,450	175,751
Total assets less current liabilities		668,605	635,644
Creditors: amounts falling due after one year	9		
NET ASSETS	7a	668,605	635,644
Funds			
Unrestricted funds	10	410,888	401,622
Restricted funds	10	6,935	4,010
Endowment funds	10	250,782	230,012
TOTAL FUNDS	10	668,605	635,644

Approved by the Parochial Church Council on 22 March 2022 and signed on its behalf.


Rev. Natalie Loveless
Chairman


Glyn Mathias
Treasurer

The accompanying notes form a part of these financial statements.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting policies

a Accounting convention

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current 2015 Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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 Funds 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 and legacies are recognised when the PCC is legally entitled to the amount due.

Where services are provided free and are quantifiable they are recognised at fair value.

Income from investments

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

All other income

All other income is recognised when it is receivable.

Gains and losses on investments

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation on 31 December.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2021

d Resources used

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 diocesan parish contribution 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 s.10(2) of the Charities Act 2011.

Moveable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted as an inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements.

All expenditure on consecrated or beneficed buildings and individual items costing under £1000 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
Audio visual equipment	30% straight line
Office equipment	20% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

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 uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2021

2 Incoming resources

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
a <i>Voluntary income</i>					
Planned Giving - Yellow Envelope Giving	3,141			3,141	6,447
Planned Giving - Standing Orders	1,344			1,344	2,324
Planned Giving - Parish Giving Scheme	48,135			48,135	44,965
Collections at all services	2,401			2,401	4,880
Collections - Pink Envelope	1,653			1,653	
Votive Candles	391			391	64
Sponsored Newsheet	75			75	180
Wall Safe Donations	9			9	9
Sundry donations	7,008			7,008	2,427
On Line Donations	2,125			2,125	3,619
Income tax recoverable	2,283			2,283	2,967
Income tax recoverable - PGS	10,560			10,560	9,770
Grants		802		802	1,450
Messy Church					
Noahs Ark					
	79,125	802		79,927	79,102
Legacies					2,273
Total	79,125	802		79,927	81,375
b <i>Activities for generating funds</i>					
Fund Raising Events	252			252	469
Fund raising for Missions		2,186		2,186	
	252	2,186		2,438	469
c <i>Investment income</i>					
Dividends	5,449		5,644	11,093	10,693
Bank Interest	53		3	56	84
Rental 23 Henry Avenue	10,122			10,122	12,510
	15,624		5,647	21,271	23,287
d <i>Income from Church Activities</i>					
Fees from weddings, funerals etc	3,433			3,433	1,163
Bolders	950			950	
Coffee Break	708			708	466
Coffee Income - Sunday	215			215	305
Mens Fellowship	102			102	28
Friendship Lunches	1,023			1,023	578
Copier/Printer	5			5	58
Allotment Income					
Waffle					350
Peters Pantry		1,857		1,857	
Seasight	40			40	
	6,476	1,857		8,333	2,948
e <i>Other incoming resources</i>					
Other Resources					
Total incoming resources	101,477	4,845	5,647	111,969	108,079

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2021

3 Resources expended	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2021	TOTAL FUNDS 2020
	£	£	£	£	£
a Costs of generating voluntary income					
<i>Fund-raising trading costs</i>		1,168		1,168	
b Church Activities					
c Missionary and charitable giving:					
Charitable giving		5,680		5,680	4,620
Charitable Contribution over PMC*					150
Missions					4,770
		5,680		5,680	
Ministry costs:					
Diocesan Parish Ministry Costs*	74,300			74,300	74,035
Diocesan & Deanery Support					
Assistant Clergy	1,030			1,030	
Vicarage expenses (inc Tel) & V Tel	2,765			2,765	2,828
Clergy expenses					213
Mission & Evangelism					
Young People Expenses/CYW/Rocks	71			71	6
Mens Fellowship	175			175	45
Messy Church	690			690	299
Noahs Ark					
Bolders	30			30	
Peters Pantry		1,416		1,416	
Waffle	110			110	50
Salaries: Organists & Music Leader	2,310			2,310	1,458
Parish Admin & Assistant	7,574			7,574	9,431
Church running expenses					
Electricity	1,974			1,974	1,146
Gas	1,809			1,809	1,873
Water Rates	158			158	160
Insurance, maintenance, laundry etc,	4,627			4,627	4,350
Support	923			923	996
Office expenses	964			964	954
Church maintenance/Other Maintenance					
Organ maintenance	545			545	134
AV maintenance	1,523			1,523	
Software and website	349			349	
Upkeep of services					
Wine,wafers & candles	595			595	355
Music Expenses/Materials	671			671	690
Flowers for Church					105
Upkeep of churchyard	2,358			2,358	1,490
Upkeep of rented property: 23 Henry Avenue	5,140			5,140	2,671
Cost of Rental - 23 Henry Avenue (Fees)	267			267	2,098
Major repairs to Vicarage					
Reordering Account Expenditure	1,071	954		2,025	13,000
Allotment					
Coffee Break & Sunday Coffee	102			102	668
Friendship Lunches	900			900	968
Bank charges	120			120	120
SumUp fees	43			43	
Church Hall	-156	6,796	-2,900	3,740	29,679
	113,038	9,166	-2,900	119,304	154,592
Governance costs					
d Support	15			15	15
	15			15	15
Total resources expended	113,053	16,014	-2,900	126,167	154,607

*The Charitable Contribution over Parish Ministry Costs (£ nil) plus the Diocesan Parish Ministry Costs (£74,300) make up the total Diocesan Parish Contribution (£74,300).

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2021

	2021	2020
	£	£

4 Staff Costs

a Wages and salaries	<u>9884</u>	<u>10,889</u>
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During the year the PCC employed a Parish Administrator, various organists & a music leader, all part-time.

b Payments/Reimbursements to PCC members & Family Members

S Collins £350.44, G Renny £255.69, C Birkhead £120.00, G.Mathias £135.00, A Mathias £243.44, G Jones £982.00 and C.McLeod £216

5a Analysis of transfers between funds

	Transfers In	Transfers Out
	£	£
General Fund	174	3,449
Designated Fund		
Phillipa Senst		
Restricted	3,420	33,346
Endowment	33,201	
Total	<u>36,795</u>	<u>-36,795</u>

6 Fixed Assets

a Tangible fixed assets	Freehold land and buildings	TOTAL
Cost	£	£
At 1 January 2021	69,250	69,250
Additions		
Disposals		
Revaluation		
At 31 December 2021	<u>69,250</u>	<u>69,250</u>
Depreciation		
At 1 January 2021		
Provided in the year		
Disposals		
At 31 December 2021		
Net book amount at 31 December 2020	<u>69,250</u>	<u>69,250</u>

The Freehold land and Buildings comprise 23 Henry Avenue, Rustington. This property is let on a tenancy arrangement at £12,600 per annum. The value is shown at its historic cost in 1988.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2021

6 Fixed Assets (continued)

b Investment fixed assets	Bal. b/fwd 01/01/2021 £	New Investmts £	Gains/losses £	Bal. c/fwd 31/12/2021 £
Unrestricted:				
Loan for Cottage Refurbishment	18,641			18,641
Reserve Fund (Faulkner)	60,949	-15,000	4,030	49,979
Endowed:				
Brown (Fabric) Fund	19,927		2,582	22,509
Burial Ground Trust Fund	158,299		17,522	175,821
Chancel Trust (Fabric) Fund				
Everett/Scott Fund	2,172		310	2,482
Endowment (Stipend) Fund	517		-34	483
CBF Equity Fund (P Senst)	56,289		9,900	66,189
CBF Global Eq. Fund (P Senst)	73,850		11,951	85,801
Total	390,644	-15,000	46,261	421,905

7a Analysis of Net Assets by Fund

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds <u>2021</u> £
Fixed assets for church use	69,250			69,250
Investment fixed assets	68,620		353,285	421,905
Current assets	144,719	6,935	29,171	180,825
Current Liabilities	3,375			3,375
Long term liabilities				
Total	279,214	6,935	382,456	668,605

b Analysis of Current Assets

Debtors	19,379			19,379
Current A/c	1,808			1,808
Multiple funds	13,885	6,935		20,820
Reserve A/c	10,409			10,409
Burial Ground Trust A/c			9,957	9,957
Fabric A/c			19,214	19,214
Chancel Trust (Fabric) A/c				
CBF Deposit Fund (P Senst)	99,238			99,238
Total	144,718	6,935	29,172	180,825

In 2013 the PCC agreed to divide the Philippa Senst bequest, to minimise risk until it was spent. The money is invested in two CBF Funds [see 6b Investment Fixed Assets] and a deposit account [see 7b Analysis of Current Assets - CBF Deposit Fund].

8 Debtors

	2021 £	2020 £
HMRC - Income tax recoverable		1,405
Income/accounts Receivable	-937	
Diocese of Chichester (Chancel Fund)	20,316	20,316
	19,379	21,721

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2021

9 Creditors: amounts falling due within one year	2021	2020
	£	£
Accruals - HMRC (PAYE)	561	320
Electricity		374
Gas		253
Charitable Giving		2,370
Accounts Payable (part)	226	
Agency	2,586	633
Total	3,373	3,950

10 Statement of funds

	Bal b/fwd 1 Jan 2021	Overall changes (Income, Expenditure, Transfers and other gains and losses	Bal c/fwd 31 Dec 2021
	£	£	£
Unrestricted Funds			
General fund	70,468	-3,723	66,745
Designated Fund	1,690	-13	1,677
Reserve Fund	73,222	-12,835	60,387
Bequest - P Senst	256,242	25,837	282,079
	401,622	9,266	410,888
Restricted Funds			
Restricted Fund	4,010	2,925	6,935
	4,010	2,925	6,935
Endowment Funds			
Burial Ground Fund	168,442	17,336	185,778
Brown (Fabric) Fund	38,565	3,158	41,723
Chancel Trust Fund	20,316		20,316
Everett/Scott Fund	2,172	310	2,482
Stipend Fund/unnamed	517	-34	483
	230,012	20,770	250,782
Total funds	635,644	32,961	668,605

The above table shows the total value of all the funds held by the PCC and the balance c/fwd total for each fund includes both capital and income.

The Healey fund is included in Restricted fund.

11 Related parties and transactions

A loan was made to the Church Hall Trustees (V&C) for the refurbishment of the Cottage (see note 6b) to be repaid from future rents receivable. A repayment of £8,000 made in 2020. However, the Vicar suggested that the PCC might consider using some of their reserves to pay for the outstanding loan. The PCC agreed this proposal and the money will be paid in 2022.

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2021

12 Contingent Liabilities

There are no known contingencies

13 Contractual Liabilities

There are no known contractual liabilities

14 Chancel Trusts

In December 2019 the Diocese of Chichester advised parishes that from 2020 the way in which Chancel trusts will be dealt with would change. Chancel trusts are not PCC trusts. In future income from Chancel trusts will be paid directly to PCCs and can be used towards the cost of insuring their church.

The money PCCs receive from the Chancel trusts is not investment income as the PCC does not own the trust fund nor the investments.

The accumulated trust income from past years is to be treated as a debt to the PCC from the Chichester DBF.

PCCs have been told to remove the value of the Investment as an asset from their accounts and include the accumulated income not received from the Diocese as a Diocesan debt.

The required actions have been taken.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2020

Funds

The figures shown in **Note 7b Analysis of Current Assets** show the amounts available to the PCC under the headings of **Unrestricted, Restricted** and **Endowed**.

The following explains the nature of the various funds, the purposes for which they may be expended and the bank accounts in which they are held.

Funds/Bank Accounts

The **General Fund**, held in a **Current Account**, is **Unrestricted**. The General Fund is used to receive and pay everyday income and expenditure.

The **Reserve Fund** is held in the **Reserve Account** and is **Unrestricted**. This fund was set up in 1988 with an initial investment of £25,000 in the Central Board of Finance Church of England Investment Fund and Fixed Interest Securities (CBF). The fund receives quarterly dividend income from the capital sum invested, to top up the Reserve Account.

The PCC wishes, as far as possible, **to retain the capital investment of the fund and to spend only its income**.

Multiple Funds Account:

This account contains designated and restricted funds for various church activities/groups and projects. Further detail below:

Designated Funds

Waffle, Allotment, Men's Fellowship, Friendship Lunches, Seasight, Office Machinery, Organ Maintenance and P Senst Bequest.

Should these funds not be needed for their original purpose they can be re-designated by the PCC.

Restricted Funds

*Healey Fund (choir), Choir Furniture, Bolders, St Peter's pantry, Ecclesiastical Vessels, Missions and Humphrey (repairs).

Being amounts donated/raised for a specific purpose, these funds are Restricted and cannot be re-designated to another use.

*(**Healey** – holds donations made in 1983 in memory of Mr T A Healey who had been organist for more than 50 years. The fund may be used at the discretion of the PCC for any purpose connected with the choir.)

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2021

Funds (continued)

The following funds are **Endowment Funds**. The capital sums are held by the Diocese as Custodian Trustee and may only be used in exceptional circumstances and with their permission. The income from these investments can be used but is restricted according to the terms of each respective fund.

The **Burial Ground Trust Fund** receives income from a capital investment in the Central Board of Finance of £38,138 being one half of the proceeds of the sale of the "New" Burial Ground in Worthing Road, in 1984. The income may be used for expenditure on the buildings of the church, the church hall and the vicarage but not for general expenditure.

The **Fabric Fund** receives dividend income from a capital investment with the Central Board of Finance. The income may only be used for the maintenance and repair of the church fabric.

The following are further investments over which the PCC has limited control. The funds are held by the Diocese on behalf of the PCC and may be used only on application to the Diocese.

The **Everett/Scott Fund** is an investment of 106.00 CBF Investment Fund (Income) Shares whose value is recorded as an endowment fund.

The **Stipend/Unnamed Endowment Fund** is an investment of 305.00 CBF Fixed Interest Security (Income) Shares whose value is recorded as an endowment fund.

The following fund is not a PCC Fund and is managed by the DBF.

The **Chancel Trust Fund** is an investment of 756.00 CBF Investment Fund (Income) Shares. The accumulated income is restricted to expenditure on the fabric (but not the fittings) of the chancel and is held by Chichester DBF. Starting in 2020 the income will be paid to the PCC and can be used towards the cost of insuring the church.

PAROCHIAL CHURCH COUNCIL of ST PETER & ST PAUL, RUSTINGTON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ending 31 December 2021

Charitable Giving

Charitable Giving this year has included donations to home and overseas missions and charities.

This is calculated with reference to the total income from the Parish Giving Scheme (PGS), Standing Orders and the regular giving received in the Yellow Envelopes. A budget figure is agreed at the beginning of the year of 10% of the expected income from these sources. At the end of the year, an actual figure is calculated and any excess distributed.

The giving is split three ways. The recipients are two named charities* (which are agreed by the PCC following input from the Missions Committee), and a charitable fund, which can be allocated to various charities at the PCC's discretion. Any other money raised by the church for charity/missions during the year will also be allocated in this way.

Calculation of Charitable Giving

In 2021 the total income from PGS,

Standing Orders and Yellow Envelopes was £52,620

Charitable Giving (if calculated at 10%) £5,262

Distribution in 2021 to each recipient

FSW £1,500

CMS – Jaffa £1,500

Charitable fund (held in Restricted fund) £1,500 £4,500

Balance paid to recipients in 2022 (3 x £254) £762

Total £5,262

* In 2020 the PCC agreed to support Kevin and Jen Cable (CMS - Jaffa project) and the Family Support Work (FSW) Charity.