

ST MARYS CHURCH, SUNBURY-ON-THAMES

Annual Report and Financial Statements of the Parochial Church Council

For the year ended 31 December 2020

Parish Office
Green Street
Sunbury-on-Thames

Background

St Mary's Parish Church Council (PCC) has the responsibility of co-operating with the Incumbent, (The Rev A Downes), in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibility for managing the Parish Hall in Green Street, Sunbury.

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 served as members of the PCC.

Incumbent	The Rev'd A Downes	Chairman
Ex-Officio Members	The Rev S Douglas Lane The Rev C George	
Wardens	Mrs K Page Mrs A Sinclair	Vice Chairman
Treasurer	Mr G Stanley	Co-opted
PCC Secretary	Mrs C Scott	Co-opted
Representatives on the Deanery Synod	Mr. C Franklin Mr A Cull	
Elected Members	Mrs J Brown Mrs E Chapman Ms J Elliott Mrs R Horgan Mr D Scott Mrs B Storer Mr M Towns Mr. A Wood Mrs. J Worrell	
Co-opted Member	Mrs C Wood QC	Safeguarding
And on behalf of the PCC Independent Examiner	J C Edwards FCA	

General Notes for Committees

It is expected that all committees of the PCC, apart from the Finance and Standing Committee, will be augmented by the inclusion of members of the Church who are not on the PCC. The names of all such persons are to be submitted to the PCC for their approval.

The terms of reference of all committees are as stated below:

Finance and Standing Committee:

To work with the Chairman of the PCC upon all matters concerning our Church and Parish.

To transact business of the Council between the meeting thereof, subject to any directions given by the council. Maximum financial expenditure which may be sanctioned is £500.00

To review the finances of the Church as submitted for their consideration.

To make recommendations to the PCC for their consideration.

To work with the Chairman on the agenda for the next PCC meeting.

To review current expenditures, to compare these with the PCC budget and to take steps for recommending changing of expenditure.

Fabric Committee

To deal with the maintenance and improvement of the Church buildings, fixtures and fittings, goods and ornaments.

To represent the Church to the Architect and Surveyor or any contractor, to obtain and submit to the PCC all necessary estimates.

To submit, where required, information to the Diocesan authorities and set in motion with the Vicar and Churchwardens applications for Faculties.

To inspect and progress all works and undertake all necessary day to day maintenance tasks.

Meetings must be held regularly and reports submitted to the PCC for advice and decisions.

To look after the day to day running of the affairs of the Parish Hall, its cleaning and upkeep, including keeping tidy the surrounding lands.

Bookings and hiring to be made, in the first instance via the Parish Office. When these are agreed, a copy of the booking or hiring is to be submitted to the Parish Hall Treasurer, who is to issue invoices and collect monies due. Withdrawals and cancellations to be notified accordingly.

To generate funds for maintenance and improvements and where possible encourage 'do it yourself' jobs.

To represent the church to any contractor; to obtain and submit to the PCC all estimates not covered by the agreed bounds of expenditure.

Meetings to held regularly and reports submitted to the Churchwardens and PCC for advice and decisions.

Stewardship Committee

To explore and advise on all aspects of Stewardship, including time and talents.

To meet new members of the Church with a view to expand the principle of active commitment (time, talents and financial).

To encourage members of the stewardship scheme to review their commitments year by year.

To consult and work with the Diocese Stewardship Advisor on matters concerning stewardship.

To be aware of changes in attitude and legislation affecting charitable giving generally.

To promote and encourage additional charitable giving.

Other Organisations

Other organisations with which the PCC has connections are as detailed below, organisations marked with an asterisk have their accounts incorporated within this report:

St Mary's Endowment Fund

St Mary's Church Fellowship *

Friends of St Mary's

Church Attendance

Electoral Roll as at 31st December 2020 numbered 186.

Church attendances were on average the same as last year for the first 2 months of the year. There were 7 candidates for confirmation on the 23rd February and the day was celebrated with Bishop Graham and a full church.

In March all acts of public worship were suspended because of the Covid 19 global pandemic and the services moved on-line with Morning Prayer, Compline and a Sunday Eucharist. Morning prayer and Compline regularly attracted over 100 people and Sunday Eucharist over 650. On Easter Sunday there were 1187 views for the service. In July the Church was allowed to open for public worship. Initially with a maximum of 40 people, rising to 50 to comply with the social distancing rules. Services took place in church on a Sunday and a Wednesday lunchtime and online services continued. An 11.30 service was introduced in the Parish Hall with a maximum of 50 people.

7 Baptisms were held, 2 Weddings celebrated and there were 48 funerals held either in church or at the crematorium. Sadly many services and parish events were unable to take place this year because of the pandemic. Theology in the Pub continued via zoom. This group is using the Pilgrim Course as a resource and has proven to be a thought provoking and prayerful evening every other week.

Parochial Church Council

The PCC met in January and then virtually via zoom for the rest of the year (a total of seven times). The Away Morning at St Mary's Convent Chiswick was cancelled this year. The Annual Parochial Church was postponed until October. All members of the PCC, including the Church Wardens and Treasurer continued for another year. There will be individual reports from the various church groups and sub-committees. We would particularly like to highlight the very positive quinquennial report received prior to the first lockdown.

Father Andrew Downes completed another busy and successful year as Incumbent, albeit a year like no other! The St Mary's Community Support Team was set up with 20+ people. They collected shopping, walked dogs etc. for people who required this support. Father Andrew and Alice have been making bread and other goodies for distribution in the parish, given with love from the vicarage.

Reverend Carole George completed another successful year as curate and is a highly valued member of the team, as is Father Simon Douglas-Lane who continued his ministry at St. Mary's. Reverend Sue Wood provided occasional and very welcome support prior to lockdown.

Our Parish Office continued to be ably looked after by Sarah Pow who in addition has been required to book spaces at church services for individuals. Another first. All were keeping in contact regularly by telephone to parishioners, friends and neighbours.

Sincere thanks go to Father Andrew, Reverend Carole, and Father Simon for embracing the new technology and continuing to provide worship and spiritual guidance for all. It has been very much appreciated. Finally thank you to the Parochial Church Council, the church groups and sub-committees and all who have served and supported St Mary's in whatever way over the year.

Karen Page and Ann Sinclair

Churchwardens

March 2021

ST MARYS CHURCH - ANNUAL REPORT FOR 2020

ST MARYS CHURCH, SUNBURY-ON-THAMES

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2020

		Unrestricted	Restricted	Endowment	TOTAL FUNDS	
INCOMING RESOURCES		Funds	Funds	Funds	2020	2019
	Note	£	£	£	£	£
<i>Incoming resources from donors</i>	2(a)	£86,589	£571	£0	£87,160	£101,768
<i>Other voluntary incoming resources</i>	2(b)	£11,395	£0	£0	£11,395	£47,056
<i>Income from charitable and ancillary trading</i>	2(c)	£17,642	£14,000	£0	£31,642	£57,355
<i>Income from investments</i>	2(d)	£81	£7	£0	£88	£1,040
TOTAL INCOMING RESOURCES		£115,707	£14,578	£0	£130,285	£207,218
RESOURCES USED						
<i>Grants</i>	3(a)	£6,593	£0	£0	£6,593	£37,242
<i>Activities directly relating to the work of the church</i>	3(b)	£88,326	£0	£0	£88,326	£138,221
<i>Fund-raising and publicity</i>	3(c)	£0	£11,727	£0	£11,727	£20,240
<i>Church management and administration</i>	3(d)	£21,373	£6,000	£0	£27,373	£37,457
TOTAL RESOURCES USED		£116,292	£17,727	£0	£134,019	£233,160
NET INCOMING (OUTGOING) RESOURCES		-£585	-£3,150	£0	-£3,734	-£25,942
GAINS ON INVESTMENTS						
		£0	£0	£0	£0	£38,241
NET MOVEMENT IN FUNDS	6	-£585	-£3,150	0	-£3,734	£12,299
BALANCES BROUGHT FORWARD AT 1 JANUARY 2020						
		£19,926	£18,442	0	£38,367	£26,068
BALANCES CARRIED FORWARD AT 31 DECEMBER 2020						
		£19,341	£15,291	0	£34,632	£38,367

The notes on pages 7 to 11 form part of these accounts

ST MARYS CHURCH, SUNBURY-ON-THAMES
BALANCE SHEET
31 DECEMBER 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Fixed assets	5	£0	£0
Investments	6	£0	£0
		<u>£0</u>	<u>£0</u>
CURRENT ASSETS			
Debtors		£0	£0
Cash at bank and in hand		£38,213	£38,367
		<u>£38,213</u>	<u>£38,367</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	8	-£3,581	£0
DUE WITHIN FIVE YEAR		£0	£0
		<u>£34,632</u>	<u>£38,367</u>
NET CURRENT ASSETS			
		<u>£34,632</u>	<u>£38,367</u>
LIABILITIES: AMOUNTS FALLING DUE OVER ONE YEAR		£0	£0
		<u>£34,632</u>	<u>£38,367</u>
NET ASSETS		<u>£34,632</u>	<u>£38,367</u>
FUNDS			
Unrestricted		£19,341	£19,926
Restricted		£15,291	£18,442
Endowment		£0	£0
		<u>£34,632</u>	<u>£38,367</u>



.....
The Rev Andrew Downes

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable standards and the Charities SORP except where detailed below.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC are responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Incoming Resources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when received. This policy is contrary to recommended accounting practice but has been adopted as it is considered a practical approach and unlikely to result in a material difference from recognising the tax credit when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC has been notified of its legal entitlement, the amount due and that title has been vested in the PCC.

Funds raised by the various fairs and events are accounted for net, contrary to recommended accounting practice as insufficient records were maintained at the time of the events to facilitate recording gross takings. It is not considered that this approach is likely to lead to a material misstatement of total income or expenses in the accounts.

Sales of the Parish Paper are accounted for gross.

Rental income from the Parish Hall is recognised when received. Amounts outstanding at 31 December 2018 are not considered to be significant.

Dividends and interest receivable and corresponding tax credits are recognised when received.

Fixed Assets

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC consider this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Investments

Investments are valued at market value at 31 December 2020.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 2019 £ £	
<i>2(a) Incoming resources from donors</i>					
Planned giving:					
Standing Orders & Envelope Scheme	51,545	0	0	51,545	60,550
Income tax recovered	18,225	0	0	18,225	18,717
Collections (open plate) at all services	4,345	0	0	4,345	13,354
Retiring/Special collections/African Fund	524	571	0	1,095	5,025
Sundry donations	11,952	0	0	11,952	4,122
	<u>86,589</u>	<u>571</u>	<u>0</u>	<u>87,160</u>	<u>101,768</u>
<i>2(b) Other voluntary incoming resources</i>					
Grants	853	0	0	853	6,837
Parish Donations, Memorials and Events	5,536	0	0	5,536	29,727
Sundry income & Retreats	4,380	0	0	4,380	5,964
Restoration Fund	0	0	0	0	0
Fetes, bazaars, etc.	626	0	0	626	4,528
	<u>11,395</u>	<u>0</u>	<u>0</u>	<u>11,395</u>	<u>47,056</u>
<i>2(c) Income from charitable and ancillary trading</i>					
Church hall lettings	0	9,320	0	9,320	22,349
Transfer from Church/Hall/SMCF	6,000	4,000	0	10,000	15,800
SMCF activities	0	681	0	681	2,978
Wedding & funeral fees	11,641	0	0	11,641	16,228
	<u>17,642</u>	<u>14,000</u>	<u>0</u>	<u>31,642</u>	<u>57,355</u>
<i>2(d) Income from investments</i>					
Dividends and interest	81	7	0	88	1,040
TOTAL INCOMING RESOURCES	<u>115,707</u>	<u>14,578</u>	<u>0</u>	<u>130,285</u>	<u>207,219</u>

YEAR ENDED 31 DECEMBER 2020

3 RESOURCES USED

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2020 £	2019 £
<i>3(a) Grants</i>					
Charitable giving	6,593	0	0	6,593	15,432
Restoration costs	0	0	0	0	21,810
	<u>6,593</u>	<u>0</u>	<u>0</u>	<u>6,593</u>	<u>37,242</u>
<i>3(b) Activities directly relating to the work of the church</i>					
Ministry/Mission expenses	7,885	0	0	7,885	8,809
Diocesan quota	58,300	0	0	58,300	81,000
Heat, Light, Cleaning	7,935	0	0	7,935	6,283
Insurance	5,075	0	0	5,075	5,044
Repairs & maintenance:					
Church	3,302	0	0	3,302	8,310
Organ	0	0	0	0	5,748
Service supplies	2,347	0	0	2,347	6,291
Organists fees/Music	2,455	0	0	2,455	7,936
Retreat expenses	340	0	0	340	4,074
Wedding & funeral fees & expenses	687	0	0	687	4,726
	<u>88,326</u>	<u>0</u>	<u>0</u>	<u>88,326</u>	<u>138,221</u>
<i>3(c) Fund raising & publicity</i>					
Costs of fetes, bazaars etc.	0	0	0	0	642
Parish paper printing costs	0	0	0	0	0
Church hall running & maintenance costs	0	11,394	0	11,394	17,742
SMCF expenses	0	333	0	333	1,856
Fund Raiser Fees	0	0	0	0	0
	<u>0</u>	<u>11,727</u>	<u>0</u>	<u>11,727</u>	<u>20,240</u>
<i>3(d) Church management & administration</i>					
Print, post & stationary	2,627	0	0	2,627	2,942
Office salaries	10,972	0	0	10,972	11,773
Stewardship expenses	0	0	0	0	343
Telephones/Internet	1,361	0	0	1,361	1,809
Transfers	4,000	6,000	0	10,000	18,592
General office costs	2,414	0	0	2,414	1,998
	<u>21,373</u>	<u>6,000</u>	<u>0</u>	<u>27,373</u>	<u>37,457</u>
TOTAL RESOURCES USED	<u>116,293</u>	<u>17,727</u>	<u>0</u>	<u>134,020</u>	<u>233,160</u>

ST MARYS CHURCH, SUNBURY-ON-THAMES

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

4 STAFF COSTS

	2020 £	2019 £
Office wages to Parish Administrator	9,360	9,360
Organists fees and Expenses	9,572	7,936
Parish Verger	1,400	2,400
Church & Hall Cleaner	3,404	5,541
	<u>23,736</u>	<u>25,237</u>

No other remuneration was paid during the year.

5 FIXED ASSETS

	Freehold land & buildings £	Sundry equipment £	Total £
Cost as at 1 January 2020 & 31 December 2020	<u>0</u>	<u>0</u>	<u>0</u>

6 INVESTMENTS

The PCC has investments held in Trust on its behalf by the London Diocese Fund. These investments are as follows;

	Market value 31/12/2020 £	Market value 31/12/2019 £
1. 76 Shares in the COIF Charity Funds held in the name of Wm Pembroke Charity. The income is received by the PCC.	1,369	1,284
2. 57 Shares in the COIF Charity Funds held in the name of Sunbury School (Parish Stock). The income is received by the PCC.	1,027	963
Investments sold during the year to 31st December 2019		Sale Proceeds
3. 812 Ordinary Income shares in the CBF Church of England Investment Fund -The shares are held as a Church Hall Trust Fund and income was received by the Parish Hall Management Committee.	£	£ 14,447
4. 1,448 Shares in the COIF Charity Funds held in the name of Sunbury Church Lands. The income is received by the PCC.		23,794

These values are not recorded in the accounts.

7 ANALYSIS OF NET ASSETS

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed assets	0	0	0	0
Current assets	22,921	15,292	0	38,213
Current liabilities	(3,581)	0	0	(3,581)
Long term liabilities (Restoration Loans)	0	0	0	0
	<u>19,340</u>	<u>15,292</u>	<u>0</u>	<u>34,632</u>

St Mary's Church Fellowship	2,716
Parish Hall Management Committee	12,037
Restoration Fund	0
Restricted Donations/African Education Fund	<u>539</u>
	<u>15,292</u>

The above funds have been treated as restricted as it is considered by the members that the funds raised through these organisations activities or specific appeals must to be used to fulfil the objectives of those organisations or the purpose of the appeal.

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Diocese fees control	0	0
Sundry creditors	3,581	0
	<u>3,581</u>	<u>0</u>

This report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 5 to 11, is in respect of an examination carried out under Regulation 31 of the Church Accounting Regulations 2008 and section 145 of the Charities Act 2011.

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 31 of the Church Accounting Regulations 2008 and section 144(2) of the Charities Act 2011 (the Act) do not apply and that an independent examination is needed. It is my responsibility:

- to examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as 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 requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2008, have not been met.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

JEREMY C EDWARDS FCA
26 Rooksmead Road
Sunbury-on-Thames
Middx TW16 6PD

28th March 2020

	£	£
Flowers	97	789
Books	22	135
Parish Breakfast Sales Table	95	285
Restoration & Organ Events	0	13,727
Autumn Fair	0	1,889
Candle Stand, Candles & Poor Box	350	2,085
	<u>564</u>	<u>18,910</u>

CHARITABLE GIVING

Parish Collections	Children's Society	1,393	200
	Ceylonese Disaster	0	283
	McMillan Nurses	500	1,257
	Crisis Christmas	0	386
	Royal Trinity Hospice	0	150
	Bishop of London Fund	0	225
	Princess Alice Hospice	0	3,000
	Millennium Embroidery	0	3,000
	Shooting Star	0	3,000
	Water Aid	0	633
	Toilet Twinning	450	0
	St Saviour's Food (Allotment)	500	0
	WISE	0	404
	St Saviour's Fuel (Allotment)	1,850	0
	Sporting Activity(Open Gardens)	0	500
Parish Donations	A-CET Parish Donation	0	200
	British Legion	25	25
	Bishop Wand School	400	400
	Bishop of Kensington Fund	0	250
	Crisis Christmas	750	197
	Bible Society	300	300
	College of St Barnabas	50	50
	RSCM	107	105
	Amaudo	250	500
	Forever Angels	250	500
	St Mary's Convent	0	100
	The Apiculture Centre in Ethiopia	100	100
	Water Aid	500	367
	Cancer Research	250	250
	Toilet Twinning	550	0
		<u>£8,225</u>	<u>£16,382</u>