

ST MARYS CHURCH, SUNBURY-ON-THAMES

Annual Report and Financial Statements of the Parochial Church Council

For the year ended 31 December 2021

Parish Office
Green Street
Sunbury-on-Thames

ST MARYS CHURCH - ANNUAL REPORT FOR 2021

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	Resigned July 2021
Wardens	Mrs K Page	Vice Chairman
	Mrs A Sinclair	
Treasurer	Mr G Stanley	Co-opted
PCC Secretary	Mrs C Scott	Co-opted
Representatives on the Deanery Synod	Mr. C Franklin	
	Mr R Moxon	
Elected Members	Mrs C Bridle	
	Mrs J Brown	
	Mrs E Chapman	
	Ms J Elliott	
	Mr D Scott	
	Mr A Stevenson	
	Mrs B Storer	
	Mr M Towns	
	Mr. A Wood	
Co-opted Member	Mrs C Wood QC	Safeguarding
And on behalf of the PCC Independent Examiner	J C Edwards FCA	

ST MARYS CHURCH - ANNUAL REPORT FOR 2021

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 *

Church Attendance

Electoral Roll as at 31st December 2021 numbered 214. Church attendance were 80 on average. .

Sadly we started the year with a lockdown because of the COVID 10 global pandemic. Services continued online and were well received. The Church reopened on Mothering Sunday 14th March, with a maximum of 50 people in Church.

13 Baptisms were held, 5 Weddings celebrated and there were 31 Funerals held either in church or at the crematorium.

Ashing took place in the church on Ash Wednesday for 50-60 people.

On Easter Sunday the church was at capacity and the service was streamed into the Parish Hall so that as many people as possible could receive the Blessed Sacrament.

An outdoor service (in the Parish Hall carpark) was held on Ascension Day and we were able to sing for the first time in over a year. Luckily the rain held off.

Slowly with a particular emphasis on safety we started to open further and increase the number of people who could attend each service. The sidesmen, readers and intercessors were reinstated and in September singing in church and Parish Breakfast was reintroduced .

There were 8 candidates for 1st Communion on Advent Sunday.

Parochial Church Council

The PCC continued to meet virtually via zoom this year. The Annual Parochial Church Meeting took place in April. Most 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 Visitation in November this year where Father Joseph congratulated the clergy and the PCC for all the hard work.

Father Andrew led a very enlightening Lent Course via zoom based on The Poets Gospel.

The Pilgrim Course continued via zoom.

A drinks reception was held in church to welcome new members to our church family and this proved to be a very enjoyable evening.

There was a fantastic response from the congregation to our appeal for Christmas gifts for children and we were able to send numerous shoe boxes to Romania.

A huge welcome is extended to Veronica Barnes who became our Organist and Director of Music in September and to Canon Robin Morrison who joined the ministry team.

Reverend Carole George completed her curacy and was appointed Rector of St. Nicholas Shepperton and to quote Father Simon and echo all our thoughts Shepperton's gain is Sunbury's loss. A huge thank you to Carole from all of us in the parish for all that she has done at St. Mary's.

Father Andrew had another successful year as Incumbent and continued to provide worship and spiritual for all, in very unprecedented times. Father Simon Douglas-Lane continued his much valued ministry at St. Mary's. Sincere thanks go to Father Andrew, Father Simon and Canon Robin for all you have done. It has been very much appreciated. Finally thank you to the Parochial Church Council , the church groups and sub committees, Sarah Pow. Our very capable office administrator, and all who have served and supported St. Mary's in whatever way over the year.

Karen Page and Ann Sinclair

Churchwardens

01 March 2022

ST MARYS CHURCH, SUNBURY-ON-THAMES
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2021

		Unrestricted	Restricted	Endowment	TOTAL FUNDS	
INCOMING RESOURCES		Funds	Funds	Funds	2021	2020
	Note	£	£	£	£	£
<i>Incoming resources from donors</i>	2(a)	£90,127	£584	£0	£90,711	£87,160
<i>Other voluntary incoming resources</i>	2(b)	£9,006	£0	£0	£9,006	£11,395
<i>Income from charitable and ancillary trading</i>	2(c)	£23,083	£23,794	£0	£46,877	£31,642
<i>Income from investments</i>	2(d)	£71	£1	£0	£72	£88
TOTAL INCOMING RESOURCES		£122,287	£24,379	£0	£146,667	£130,285
RESOURCES USED						
<i>Grants</i>	3(a)	£4,208	£0	£0	£4,208	£6,593
<i>Activities directly relating to the work of the church</i>	3(b)	£112,428	£0	£0	£112,428	£88,326
<i>Fund-raising and publicity</i>	3(c)	£0	£13,802	£0	£13,802	£11,727
<i>Church management and administration</i>	3(d)	£16,012	£11,790	£0	£27,802	£27,373
TOTAL RESOURCES USED		£132,648	£25,592	£0	£158,240	£134,019
NET INCOMING (OUTGOING) RESOURCES		-£10,361	-£1,211	£0	-£11,573	-£3,734
GAINS ON INVESTMENTS		£0	£0	£0	£0	£0
NET MOVEMENT IN FUNDS	6	-£10,361	-£1,211	0	-£11,571	-£3,734
BALANCES BROUGHT FORWARD AT 1 JANUARY 2021		£19,341	£15,291	0	£34,632	£38,367
BALANCES CARRIED FORWARD AT 31 DECEMBER 2021		£8,979	£14,079	0	£23,058	£34,632

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

31 DECEMBER 2021

	Note	2021 £	2020 £
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		£26,639	£38,213
		<u>£26,639</u>	<u>£38,213</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	8	£3,581	£3,581
DUE WITHIN FIVE YEAR		£0	£0
NET CURRENT ASSETS		<u>£23,058</u>	<u>£34,632</u>
LIABILITIES: AMOUNTS FALLING DUE OVER ONE YEAR		£0	£0
NET ASSETS		<u>£23,058</u>	<u>£34,632</u>
FUNDS			
Unrestricted		£8,979	£19,341
Restricted		£14,079	£15,291
Endowment		£0	£0
		<u>£23,058</u>	<u>£34,632</u>

Andrew V J Downes

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The Rev Andrew Downes

YEAR ENDED 31 DECEMBER 2021

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 2021.

YEAR ENDED 31 DECEMBER 2021

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2021 £	2020 £
<i>2(a) Incoming resources from donors</i>					
Planned giving:					
Standing Orders & Envelope Scheme	49,994	0	0	49,994	51,545
Income tax recovered	14,064	0	0	14,064	18,225
Collections (open plate) at all services	7,043	0	0	7,043	4,345
Retiring/Special collections/African Fund	544	584	0	1,128	1,095
Sundry donations	18,483	0	0	18,483	11,952
	<u>90,127</u>	<u>584</u>	<u>0</u>	<u>90,711</u>	<u>87,160</u>
<i>2(b) Other voluntary incoming resources</i>					
Grants	3,317	0	0	3,317	853
Parish Donations, Memorials and Events	1,650	0	0	1,650	5,536
Sundry income & Retreats	2,437	0	0	2,437	4,380
Restoration Fund	0	0	0	0	0
Fetes, bazaars, etc.	541	0	0	541	626
Retirement Gift contributions.	1,061	0	0	1,061	0
	<u>9,006</u>	<u>0</u>	<u>0</u>	<u>9,006</u>	<u>11,395</u>
<i>2(c) Income from charitable and ancillary trading</i>					
Church hall lettings	0	23,711	0	23,711	9,320
Transfer from Church/Hall/SMCF	11,790	0	0	11,790	10,000
SMCF activities	0	84	0	84	681
Wedding & funeral fees	11,293	0	0	11,293	11,641
	<u>23,083</u>	<u>23,794</u>	<u>0</u>	<u>46,878</u>	<u>31,642</u>
<i>2(d) Income from investments</i>					
Dividends and interest	71	1	0	72	88
TOTAL INCOMING RESOURCES	<u>122,288</u>	<u>24,379</u>	<u>0</u>	<u>146,667</u>	<u>130,285</u>

YEAR ENDED 31 DECEMBER 2021

3 RESOURCES USED

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2021 £	2020 £
<i>3(a) Grants</i>					
Charitable giving	4,208	0	0	4,208	6593
Restoration costs	0	0	0	0	0
	<u>4,208</u>	<u>0</u>	<u>0</u>	<u>4,208</u>	<u>6593</u>
<i>3(b) Activities directly relating to the work of the church</i>					
Ministry/Mission expenses	8,829	0	0	8,829	7885
Diocesan quota	70,200	0	0	70,200	58300
Heat, Light, Cleaning	8,345	0	0	8,345	7935
Insurance	4,545	0	0	4,545	5075
Repairs & maintenance:					
Church	6,607	0	0	6,607	3302
Organ	0	0	0	0	0
Service supplies	3,519	0	0	3,519	2347
Organists fees/Music	4,300	0	0	4,300	2455
Retreat expenses	700	0	0	700	340
Retirement Gift	1,750	0	0	1,750	0
Wedding & funeral fees & expenses	3,633	0	0	3,633	687
	<u>112,428</u>	<u>0</u>	<u>0</u>	<u>112,428</u>	<u>88326</u>
<i>3(c) Fund raising & publicity</i>					
Costs of fetes, bazaars etc.	0	0	0	0	0
Parish paper printing costs	0	0	0	0	0
Church hall running & maintenance costs	0	13,035	0	13,035	11394
SMCF expenses	0	767	0	767	333
Fund Raiser Fees	0	0	0	0	0
	<u>0</u>	<u>13,802</u>	<u>0</u>	<u>13,802</u>	<u>11,727</u>
<i>3(d) Church management & administration</i>					
Print, post & stationary	1,857	0	0	1,857	2627
Office salaries	10,214	0	0	10,214	10972
Stewardship expenses	129	0	0	129	0
Telephones/Internet	1,496	0	0	1,496	1361
Transfers	0	11,790	0	11,790	10000
General office costs	2,317	0	0	2,317	2414
	<u>16,012</u>	<u>11,790</u>	<u>0</u>	<u>27,802</u>	<u>27373</u>
TOTAL RESOURCES USED	<u>132,649</u>	<u>25,592</u>	<u>0</u>	<u>158,241</u>	<u>134,020</u>

YEAR ENDED 31 DECEMBER 2021

4 STAFF COSTS

	2021 £	2020 £
Office wages to Parish Administrator	10,214	9,360
Organists fees and Expenses	4,300	9,572
Parish Verger	0	1,400
Church & Hall Cleaner	5,313	3,404
	<u>19,827</u>	<u>23,736</u>

No other remuneration was paid during the year.

5 FIXED ASSETS

	Freehold land & buildings £	Sundry equipment £	Total £
Cost as at 1 January 2021 & 31 December 2021	<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 31/12/2021 £	Market value 31/12/2020 £
1. 76 Shares in the COIF Charity Funds held in the name of Wm Pembroke Charity. The income is received by the PCC.	1,563	1,369
2. 57 Shares in the COIF Charity Funds held in the name of Sunbury School (Parish Stock). The income is received by the PCC.	1,172	1,027

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	12,560	14,079	0	26,639
Current liabilities	(3,581)	0	0	(3,581)
Long term liabilities (Restoration Loans)	0	0	0	0
	<u>8,979</u>	<u>14,079</u>	<u>0</u>	<u>23,058</u>

St Mary's Church Fellowship	2,033
Parish Hall Management Committee	11,713
Restoration Fund	0
Restricted Donations/African Education Fund	<u>333</u>
	<u>14,079</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

	2021 £	2020 £
Diocese fees control	0	0
Sundry creditors	3,581	3,581
	<u>3,581</u>	<u>3,581</u>

This report on the accounts of the PCC for the year ended 31 December 2021, 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 2022

**SUNBURY CHURCH COUNCIL - ST. MARY'S
SCHEDULES TO THE INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 DECEMBER 2021**

Flowers	65	97
Books	0	22
Parish Breakfast Sales Table	0	95
Restoration & Organ Events	1650	0
Autumn Fair	0	0
Candle Stand, Candles & Poor Box	541	350
	<u>£2,256</u>	<u>£564</u>

CHARITABLE GIVING

Parish Collections	Children's Society	92	1393
	Ceylonese Disaster	0	0
	McMillan Nurses	0	500
	Toilet Twinning	0	450
	A-Cet	1175	0
	St. Mary's Newington	500	0
	St Saviour's Food (Allotment)	0	500
	St Saviour's Fuel (Allotment)	0	1850
Parish Donations	British Legion	25	25
	Bishop Wand School	400	400
	Bishop of Kensington Fund	0	0
	Crisis Christmas	0	750
	Bible Society	300	300
	College of St Barnabas	50	50
	RSCM	107	107
	Amaudo	500	250
	Forever Angels	500	250
	St Mary's Convent	0	0
	The Apiculture Centre in Ethiopia	100	100
	Water Aid	0	500
	Cancer Research	0	250
	Toilet Twinning	41	550
		<u>£3,790</u>	<u>£8,225</u>