



HALIFAX
MINSTER

Seeking God : Sharing Faith : Serving Halifax

**The Parochial Church Council
of the Ecclesiastical Parish
of the Minster Church of St John the Baptist, Halifax**

Registered Charity Number 1133986

Financial Statements for the year ended 31st December 2020

Honorary Treasurer

F.M.F. Berry
Halifax Minster
Unit 3 Causey Hall
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Independent Examiner

Mrs E A Short FCA
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55 Pellon Lane
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HX1 5SP

Bankers

The Co-operative Bank plc
PO Box 101
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Structure, governance and management

The Parochial Church Council (PCC) of Halifax Minster is a corporate body established by the Church of England and is a registered charity. The PCC operates under the Parochial Church Council Powers Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules 2011. As at 31st December 2020 membership of the PCC at Halifax Minster consisted of the following:

Ex-officio Members:

Reverend Canon Hilary Barber (Vicar and Chairman)

Reverend David Carpenter (Lecturer)

Sheila Stoppard (Churchwarden)

Reverend Jane Finn (Curate)

Michael Walker (Churchwarden)

Elected Members:

Alan Stears

Alison Moss

Jegatha Moses

Joyce Galloway

Bryan Jackson

Saffron Wyld

Peter Thurman

Kathy Kershaw (Secretary)

Belinda Kerfoot-Roberts

Gary Knapton

Stephen Barker

Peter Naylor

Ned Smith

Reg Wilhelm

Elected Members are elected by those members of the congregation who are on the Electoral Roll. All those who attend our services regularly are encouraged to register on the Electoral Roll and stand for election to the PCC as vacancies arise. The number on the electoral roll as at 31st December 2020 stands at 136.

Together with the Vicar, the PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including on how the funds of the PCC are to be spent. New members receive initial information on the workings of the PCC. The PCC has a number of Vision Groups, the work of which can be read about in the 2020 Year Book, available separately. The Year Book also gives details of achievements and performances in the context of the whole charitable purpose and mission of the Minster.

Objectives and Activities

When planning their activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Halifax Minster's PCC has the responsibility of working with the Vicar in promoting in the ecclesiastical parish the whole mission of the church, pastoral, social and ecumenical. To facilitate this work, it is important that the PCC maintains the fabric of Halifax Minster and its financial stability, ensuring that there are enough liquid assets to maintain and replace plant as necessary in our fine but ageing building. Volunteers from both the church community and outside make a significant contribution to Halifax Minster, carrying out such duties as assisting in services, welcoming visitors to the Minster, organising and stewarding events, looking after the fabric and the administration of the Minster. At the end of 2020 there were approximately 70 volunteers registered to help in some way at the Minster.

Reserves Policy

It is PCC policy to maintain a balance on free reserves that equates to at least six months' unrestricted payments and to have enough saved to pay for replacement of plant, such as the heating boilers should they fail. It is estimated that a balance of at least £80,000 should be held for these purposes.

The Permanent Endowment Funds, valued at £267,302 (2019 £253,834), are legacies that individuals made to the parish with the restriction that only income generated from the funds can be spent; the capital value must remain untouched, so cannot be used for expenditure and therefore cannot be regarded as reserves.

Financial Review

Definitions:

Unrestricted funds:

Money given to the Minster on the general understanding that it will be used at the discretion of the PCC for furthering the mission and ministry of the church. The PCC may decide to put some of the unrestricted money on one side to pay for specific projects (for example to build the Reserve Policy fund). This money is *designated* for these projects for administrative purposes only. Designated funds are still unrestricted and can be moved by the PCC to other general funds.

Restricted funds:

Money given to the Minster for a particular purpose, so cannot be used by the PCC for anything else.

Permanent Endowment funds:

Money (such as cash) or assets (such as shares) left to the PCC. These are also *restricted funds* given to the PCC with the specific instruction that only the income can be spent or used. These funds are normally named after the donor.

In 2020, £44,687 (2019 £47,789) was raised through the planned giving stewardship scheme. The PCC cannot predict how many legacies it will receive or how many paying visitors will come through the door, so stewardship giving is the bedrock of the Minster's financial security, providing a predictable income base to help the PCC with its planning. For this reason the PCC is very grateful to those of you in our worshipping community who are members of the Scheme and encourage those that are not members to please join.

Total receipts on unrestricted funds in 2020 were £124,686 (2019 £215,480). The majority of this decrease is down to the impact of Coronavirus, with lockdowns and restrictions severely impacting visitor numbers and most revenue areas. These included church donation boxes and shop sales.

COVID-19 restrictions also impacted events, with planned 'Gentleman Jack' visits postponed or cancelled and other regular revenue generating events being cancelled. The Christmas Tree Festival was held 'virtually' and thanks to the generosity of sponsors, coupled with the hard work of the volunteer organisers, generated similar income to last year, although additional, visitor driven, related income was down. Finances were assisted in 2020 through grants, applied for and granted, by both local and national Government coronavirus mitigation initiatives.

Unrestricted donations, loose plate collections at services all saw significant decreases due to closure of the Minster for the period from March to July, followed by reduced numbers at Sunday services and fewer and number restricted weddings and funerals.

Income from hiring the Minster as a venue decreased and there was a reduction in income this year from one-off gifts and legacies.

Total expenditure on unrestricted funds in 2020 was £121,841 (2019 £202,905). The decrease in activity in generating income also led to significantly reduced expenditure in most areas including: cost of events, shop costs, upkeep of services, cleaning and routine maintenance.

In planning for numerous events, shop stock was increased in the early part of the year. The PCC thank Gary Knaption and Peter Naylor for their significant efforts in selling the surplus to members of the congregation and others.

Unlike 2019, there were no major repairs undertaken, but this will be significantly different in the coming year as major repair and restoration work is currently being undertaken on the structure of the Minster building. The Minster is fortunate to have benefited from a grant of £124,204 from the Programme of Major Works as part of the Culture Recovery Fund Government initiative and £30,000 from the Headley Trust Fund. The overall costs will still mean that certain funds will also be required from the Minster reserves, and the PCC thank the Friends of the Minster for their generous offer of additional support.

Looking after an ancient building is costly, but this shouldn't mean that we are not generous in our support for those in need. However, in 2020, in a deviation from its policy on charitable giving the PCC ratified the decision, resulting from the decrease in Minster income, to reduce the sum that would ordinarily be gifted to charity. The Minster's tythe was this year added to the amount donated to the Children's Society from a collection, on Christmas Eve afternoon, during the COVID safe Christingle Event held in the Minster.

The PCC acknowledges with thanks the following grants made in 2020:

Headley Trust Fund (£30,000) towards fabric repairs including windows and doors; Friends of the Music Fund (£4,362) and the Pilling trust (£6,350) for maintaining the organ.

The PCC especially wishes to thank those individuals who have given their time, talents and money throughout the year in support of the Minster. In particular, thanks are expressed to Peter Naylor (Treasurer) and Stuart Harris (Chair of Finance) for their significant contributions over the past few years. Under their guidance, the Minster's funds, donations received and reserves have placed the Minster in a much more financially stable position despite the impact of Coronavirus.

In pursuit of its Reserves Policy target of £80,000, the PCC has maintained a balance of £43,000 at end of the year (2019 £43,000).

Employees

In 2020 the PCC employed one person: a part-time Administrative Assistant who was placed on furlough at the beginning of the first lockdown until September at 100% salary. Since September, there has been an ongoing HR issue relating to this employee. The employee did not receive emoluments in excess of the threshold (£60,000) at which a declaration in relation to higher-paid employees is required by the Charities Commission.

The PCC advises that it is currently looking to recruit a full time Operations Manager which will be funded for the initial two years by restricted funds specifically donated for this purpose.

Remuneration to PCC Members and Related Parties

Sheila Stoppard received £550 in 2020 (2019 £1,000) for her duties as verger at weddings and funerals.

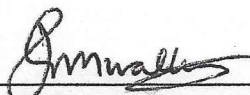
Independent Examiner

The independent examiner will receive a fee of £640 (including VAT) (2019 £624).

This report was received by the Annual Parochial Church Meeting of the Ecclesiastical Parish of the Minster Church of St John the Baptist, Halifax on 18 April 2021.



Reverend Canon Hilary Barber (Chairman)



Michael Walker (Churchwarden)

Statement of Financial Activities for the year ended 31st December 2020

	Unrestricted funds	Restricted funds	Endowment funds	Total funds 2020	Total funds 2019
Income and endowments from:					
Donations and legacies- Note 2(a)	£93,102	£40,712	—	£133,814	£230,345
Income from charitable activities- Note 2(b)	£10,848	£34	—	£10,882	£43,669
Other trading activities – Note 2(c)	£10,029	—	—	£10,029	£33,873
Investments – Note 2(d)	£8,861	—	—	£8,861	£9,024
Other income	£1,846	—	—	£1,846	£2,756
Total income	£124,686	£40,746	—	£165,432	£319,667
Expenditure on:					
Raising funds – Note 3(a)	£11,880	—	—	£11,880	£32,263
Expenditure on charitable activities – Note 3(b)	£101,402	£8,940	—	£110,342	£215,002
Other expenditure	£8,559	—	—	£8,559	—
Total expenditure	£121,841	£8,940	—	£130,781	£247,265
Net income / (expenditure) before transfer	£2,845	£31,806	—	£34,651	£72,402
Transfers					
Gross transfers between funds - in	£105	—	—	£105	£20,590
Gross transfers between funds – (out)	—	(£105)	—	(£105)	(£20,590)
Other recognised gains / losses					
Gains /(losses) on investment assets	£18	—	£13,468	£13,486	£23,932
Net movement in funds	£2,968	£31,701	£13,468	£48,137	£96,333
Total funds brought forward	£61,015	£82,527	£253,834	£397,376	£301,042
Total funds carried forward	£63,983	£114,228	£267,302	£445,513	£397,376
Represented by:					
Unrestricted					
General fund	£14,878	—	—	£14,878	£11,910
Designated					
Treasury/Exhibition Space	£6,105	—	—	£6,105	£6,105
Halifax Minster Reserves	£43,000	—	—	£43,000	£43,000
Nave Floor Fund (liturgical furniture)	—	—	—	—	—
Restricted					
Education Fund	—	£601	—	£601	£1,106
Friends of the Music Fund	—	£15,381	—	£15,381	£14,811
Waterhouse Memorial	—	£506	—	£506	£506
Organ and Toilets Fund	—	£7,188	—	£7,188	£2,562
Colin & Gill Greenwood Fund	—	£60,000	—	£60,000	£60,000
The Headley Trust	—	£30,000	—	£30,000	—
The Bishop's Development Fund	—	£552	—	£552	£3,542
Endowment					
Trust Fund	—	—	£267,302	£267,302	£253,834
Total	£63,983	£114,228	£267,302	£445,513	£397,376

Statement of Financial Position for the year ended 31st December 2020

	Total funds 2020	Total funds 2019
Fixed assets		
Tangible assets	£2,244	£2,493
Investments	£267,913	£254,427
	<u>£270,157</u>	<u>£256,920</u>
Current assets		
Shop Stock	£12,390	£9,233
Debtors	£642	£1,753
Cash at bank and in hand	£172,293	£170,561
	<u>£185,325</u>	<u>£181,547</u>
Current Liabilities		
Creditors: Amounts falling due in one year	£9,969	£41,090
Net current assets less current liabilities	<u>£175,356</u>	<u>£140,457</u>
Total assets less current liabilities	<u>£445,513</u>	<u>£397,376</u>
Less provision for liabilities after one year	—	—
Total net assets less liabilities	<u>£445,513</u>	<u>£397,376</u>
Represented by:		
Unrestricted		
General fund	£14,878	£11,910
Designated		
Nave Floor Fund (Liturgical Furniture)	—	—
Treasury/Exhibition Space	£6,105	£6,105
Halifax Minster Reserve	£43,000	£43,000
Restricted		
Education Fund	£601	£1,106
Friends of the Music Fund	£15,381	£14,811
Colin & Gill Greenwood Fund	£60,000	£60,000
Organ and Toilets Fund (Pilling Trust)	£7,188	£2,562
The Bishop's Development Fund	£552	£3,542
Headley Fund	£30,000	—
Waterhouse Memorial	£506	£506
Endowment		
Trust Fund	£267,302	£253,834
Funds of the church	<u>£445,513</u>	<u>£397,376</u>

These financial statements were approved by the Parochial Church Council of the Ecclesiastical Parish of the Minster Church of St John the Baptist, Halifax at a meeting on 18 April 2021.

H.J. Barber

Reverend Canon Hilary Barber (Chairman)

Michael Walker

Michael Walker (Churchwarden)

Statement of assets and liabilities for the year ended 31st December 2020

	Unrestricted	Designated	Restricted	Endowment	2020	2019
Fixed assets - Tangible assets (note 4)						
Office Equipment	£2,244	—	—	—	£2,244	£2,493
Total	£2,244	—	—	—	£2,244	£2,493
Fixed assets – Investments (note 5)						
CBF Share Funds	—	—	—	£267,302	£267,302	£253,834
Charinco Common Investment Fund	£611	—	—	—	£611	£592
Total	£611	—	—	£267,302	£267,913	£254,427
Current assets –						
Cash at bank and in hand						
Bellringers' Current Account	649	—	—	—	£649	£626
Co-op Current Account	£7,270	—	—	—	£7,270	£30,505
CCLA (CBF) deposit account	£667	£49,105	£114,228	—	£164,000	£139,000
Cash in hand	£374	—	—	—	£374	£429
Total	£8,960	£49,105	£114,228	—	£172,293	£170,560
Current assets –						
Stocks and work in progress						
Shop stock	£12,390	—	—	—	£12,390	£9,233
Total	£12,390	—	—	—	£12,390	£9,233
Current assets - Debtors						
Accounts Receivable	£642	—	—	—	£642	£1,753
Total	£642	—	—	—	£642	£1,753
Liabilities - Provision for liabilities after one year						
Loans received	—	—	—	—	—	—
Total	—	—	—	—	—	—
Liabilities - Agency accounts						
Agency collections to pass on	—	—	—	—	—	—
Total	—	—	—	—	—	—
Liabilities - Creditors:						
Amounts falling due in one year						
Accounts Payable	£9,969	—	—	—	£9,969	£41,090
Total	£9,969	—	—	—	£9,969	£41,090
Grand total	£14,878	£49,105	£114,228	£267,302	£445,513	£397,376

Fund movement by type for the year ended 31st December 2020

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Education Fund						
Restricted	£1,106	£34	£434	(£105)	—	£601
Bishop's Development Fund						
Restricted	£3,542	—	£2,990	—	—	£552
Friends of the Music Fund						
Restricted	£14,811	£4,362	£3,792	—	—	£15,381
Headley Trust Fund						
Restricted	—	£30,000	—	—	—	£30,000
Pilling (Organ & Toilets) Fund						
Restricted	£2,562	£6,350	£1,724	—	—	£7,188
Halifax Minster Reserve						
Designated	£43,000	—	—	—	—	£43,000
Treasury/Exhibition Fund						
Designated	£6,105	—	—	—	—	£6,105
Greenwood Fund						
Restricted	£60,000	—	—	—	—	£60,000
Trust Fund						
Endowment	£253,834	—	—	—	£13,468	£267,302
Waterhouse Memorial Fund						
Restricted	£506	—	—	—	—	£506
General fund						
Unrestricted	£11,910	£124,686	£121,841	£105	£18	£14,878
Grand total	£397,376	£165,432	£130,781	£0	£13,486	£445,513

Notes to the Financial Statements for the year ended 31st December 2020

1. Accounting Policies

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions. The financial statements have been prepared under FRS102(2019) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

Basis of preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law

Going concern

There are no material uncertainties related to events or conditions that cast significant doubts on Halifax Minster's ability to continue as a going concern.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Endowment funds are funds, the capital of which must be maintained: only income arising from investments of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Restricted funds represent income which may be expended only on those restricted objects provided in the terms of the trust or bequest and donations 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 each year must be carried forward as a balance on that fund. The PCC does not invest separately for each fund and because of its materiality and difficulty in undertaking the exercise interest is not apportioned to each individual fund.

Resources expended

Grants and donations are accounted for when paid over. The diocesan common fund is accounted for when paid. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Tangible fixed assets have been depreciated in 2020 at 10% of value using the 'straight line' method. Assets acquired for use in the Minster are not normally capitalised, being usually inalienable, so are written-off in the year of acquisition.

Investments

Fixed asset investments quoted on a recognised stock exchange, or whose value derives from them, are valued at market value at the year end.

Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. Income and Endowments

Donations and legacies – Note 2(a)	Unrestricted	Designated	Restricted	Endowment	2020	2019
Planned Giving Bank	£33,585	—	—	—	£33,585	£ 31,553
Planned Giving Envelopes	£11,102	—	—	—	£11,102	£ 16,236
Loose plate collections	£ 6,901	—	—	—	£ 6,901	£ 21,463
Giving through church boxes	£ 8,156	—	—	—	£ 8,156	£ 17,820
One-off Gift Aid gifts	£2,920	—	—	—	£2,920	£ 1,562
Donations appeals etc	£ 3,019	—	—	—	£ 3,019	£ 78,528
Gift Aid tax refund	£13,153	—	£596	—	£13,749	£ 13,692
Legacies	£1,000	—	—	—	£1,000	£ 5,000
Grants	£13,266	—	£30,000	—	£43,266	£ 10,794
Other funds generated	—	—	—	—	—	—
Music Department income	—	—	£10,116	—	£10,116	£ 33,697
Donations and legacies Totals	£ 93,102	—	£40,712	—	£133,814	£230,345
Income from charitable activities – Note 2(b)						
Education Department	£ 45	—	£ 34	—	£79	£330
Bellringers Income	£ 22	—	—	—	£22	£157
Fees for weddings and funerals	£2,879	—	—	—	£2,879	£4,525
Events	£7,902	—	—	—	£7,902	£38,657
Charitable activities Totals	£10,848	—	£34	—	£10,882	£43,669
Other trading activities – Note 2(c)						
Shop sales	£ 6,034	—	—	—	£6,034	£18,728
Minster hire	£ 1,961	—	—	—	£1,961	£10,336
Printing and Banner Space	£ 2,034	—	—	—	£2,034	£4,809
Other trading activities Totals	£10,029	—	—	—	£10,029	£33,873
Investments – Note 2(d)						
Deposit Account Interest	£766	—	—	—	£766	£299
Income from Endowments	£8,095	—	—	—	£8,095	£8,725
Investments Totals	£8,861	—	—	—	£8,861	£9,024
Other income						
Insurance claims	£1,846	—	—	—	£1,846	£2,653
Sundry receipts	—	—	—	—	—	£102
Other income Totals	£1,846	—	—	—	£1,846	£2,756
Income and endowments Grand Totals	£124,686	£0	£40,746	£0	£165,432	£319,667

3. Expenditure

Raising funds – Note 3(a)						
	Unrestricted	Designated	Restricted	Endowment	2020	2019
Costs of stewardship scheme	£134	—	—	—	£134	£187
Costs of events	£5,762	—	—	—	£5,762	£21,152
Shop costs	£5,984	—	—	—	£5,984	£10,924
Raising funds Totals	£11,880	—	—	—	£11,880	£32,263
Expenditure on charitable activities – Note 3(b)						
Education Department costs	—	—	£434	—	£434	£1,084
Minster Giving	£3,000	—	—	—	£3,000	£5,000
Bellringers Expenditure	—	—	—	—	—	£643
Parish Share	£50,465	—	—	—	£50,465	£53,121
Publicity and PR	£432	—	—	—	£432	£3,377
Salary of parish administrator	£3,566	—	—	—	£3,566	£8,440
Clergy expenses	£2,834	—	—	—	£2,834	£4,754
Training and conferences	—	—	—	—	—	£836
Music Department expenditure	—	—	£5,516	—	£5,516	£42,276
Upkeep of services	£5,037	—	—	—	£5,037	£11,133
Upkeep of churchyard	—	—	—	—	—	—
Administration	£10,481	—	—	—	£10,481	£10,346
Minster running - insurance	£8,772	—	—	—	£8,772	£10,645
Minster running - electricity	£3,028	—	—	—	£3,028	£4,116
Minster running - gas	£4,938	—	—	—	£4,938	£7,028
Minster running - telephone and broadband	£512	—	—	—	£512	£429
Minster running – water rates	£196	—	—	—	£196	£180
Minster maintenance	£5,119	—	£2,990	—	£8,109	£6,356
Minster cleaning	£2,398	—	—	—	£2,398	£4,041
Architect/independent examiner fees	£624	—	—	—	£624	£7,200
Minster major repairs – structure	—	—	—	—	—	£34,000
Minster major repairs – installation	—	—	—	—	—	—
Charitable activities Totals	£101,402	£0	£8,940	—	£110,342	£215,002
Other expenditure						
Outgoing payments not already listed	£8,559	—	—	—	£8,559	—
Other expenditure Totals	£8,559	—	—	—	£8,559	—
Expenditure Grand Totals	£121,841	£0	£8,940	—	£130,781	£247,265

**Independent Examiner's Report to the Trustees of the Parochial Church Council
of the Ecclesiastical Parish of the Minster Church of St John the Baptist, Halifax**

I report to the trustees on my examination of the financial statements of The Halifax Minster for the year ended 31 December 2020.

RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do 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.

Mrs E A Short FCA
Independent Examiner

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