

**Annual Report
and
Financial Statements
of the
Parochial Church Council
of
The Ecclesiastical Parish of Caterham**

**St. Mary the Virgin
with St. Paul & St. Lawrence**

Registered Charity Number 1134342

Year ended 31 December 2020

St. Mary the Virgin with St. Paul and St. Lawrence, Caterham

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31 December 2020

Incorporating income and expenditure account

	Notes	Unrestricted	Designated	Restricted	2020	2019
Incoming resources						
Voluntary		78,899	2,320		81,335	84,570
Income	2			116		
Activities for generating funds		3,002	0	0	3,002	7,571
Income from Church Activities		24,086	0	0	24,086	36,160
Investment Income		1			1	
Total		105,988	2,320	116	108,424	128,301
Expenditure						
Church					112,94	120,10
Activities		110,742	1,738	467	8	3
Support costs		12329	0	0	12,329	11654
Total	3	123,071	1,738	467	125,276	131,757
Net income		(17,083)	582	(351)	(16,852)	-3,456
TOTAL FUNDS B/F		(4,904)	86,125	20,547	101,768	105,224
TOTAL FUNDS C/F		(21,986)	86,706	20,196	84,916	101,768

the notes on pages 7 to 13 form part of these financial statements

ANNUAL REPORT

Year ended 31 December 2020

The members of the Parochial Church Council of the Ecclesiastical Parish of Caterham (St. Mary the Virgin with St. Paul and St. Lawrence), present their Annual Report together with the financial statements for the year ended 31 December 2020 which comply with the Charities Act 2011, the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Aims and Purposes

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the site including St. Mary's Church, St. Lawrence's Church, St Mary's Hall and the St. Paul's Centre.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Mary the Virgin with St. Paul and St. Lawrence. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the Parish.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of our two churches, St. Mary's Hall and the St. Paul's Centre.

Achievements and Performance

All are welcome to attend our regular services. At present there are 173 members on the Electoral Roll.

As well as regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping.

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is.

St Mary the Virgin with St Paul and St Lawrence, Caterham
ANNUAL REPORT
Year ended 31 December 2020

Financial Review

Total receipts on unrestricted funds were £107,002 A Further £3,897 of unrestricted income was designated by the PCC for particular purposes and spending on future projects, while restricted donations and fees of £345 were also received.

£121,722 was spent from unrestricted funds to provide the Christian ministry from St. Mary's Church, including a contribution of £80,000 to the Diocesan Parish Support Fund, which largely provides the stipends and housing for the clergy.

The result for the year was net deficit of £14,720 on unrestricted funds. At the end of the year, the balances carried forward on the unrestricted funds (including designated funds) amount to £68,826 and a further £20,404 is held in restricted funds.

Reserves policy

It is the PCC policy to budget for our expenditure needs according to the amount of voluntary giving that the church expects to receive during the year. Reserves are therefore kept at a minimum level as all income is used to further the ministry of the church.

Structure, Governance and Management

The Parochial Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity, under the registered name of The Parochial Church Council of the Ecclesiastical Parish of Caterham (registered number 1134342).

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Mary's the membership of the PCC consists of the incumbent (our rector), churchwardens and members elected by those members of the congregation who are on the electoral roll of our church.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The full PCC meets approximately every six weeks. Given its wide responsibilities the PCC has a number of committees, each dealing with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary. The four committees are listed below, together with a summary of their specific responsibilities.

- Liturgy, Evangelism and Nurture: responsible for the areas of growth, liturgy and learning.
 - Administration and Finance oversees the overall financial direction of the church by monitoring income and expenditure.
 - Social: responsible for building up our community by providing fellowship opportunities between members of the congregation and by encouraging members' participation in the life of the Church Standing Committee: this is the only committee required by law. It has the power to transact the business of the PCC between its meetings subject to any directions given in Canon law or by the PCC.
- St Mary the Virgin with St Paul and St Lawrence,
Caterham**

ANNUAL REPORT

Year ended 31 December 2020

Administrative Information

St. Mary the Virgin with St. Paul and St. Lawrence, Caterham, is a Church of England parish church in the Deanery of Tandridge, part of the Diocese of Southwark. The correspondence address is St. Mary's Church, Church Hill, Caterham, CR3 5RA.

PCC members who have served at any time from 1 January 2020 until the date this report was approved are:

<i>Incumbent</i>	Reverend Canon Trevor Mapstone
<i>Church Wardens</i>	Hilary Clark Martha Ellison (Resigned 16 th February 2020)
<i>Deputy Church Wardens</i>	Chris Clementi (Chairman to 13 th October 2019; Deanery Synod Representative) Gay Russell (PCC Secretary)
<i>Treasurer</i>	Jean Stevens
<i>Other Elected members</i>	Kate Gordon Tricia Corbett Emily Kirkwood Fiona Izzard Guy Riches Paul King Victoria Stubbs Merlin Skinner Julie Hawkes-Reekie
<i>Associate members</i>	Reverend Frany Long (Assistant Priest)
<i>Team Council</i>	Suspended
<i>Deanery Synod – Welfare Rep</i>	Bobby Clarke
<i>Electoral Roll Officer</i>	Joyce Lydford
<i>Safeguarding Officer</i>	Fiona Izzard

Approved by the PCC and signed on its behalf by:



Reverend Canon Trevor Mapstone – Chairman

Date: 19th May 2021

St. Mary the Virgin with St. Paul and St. Lawrence, Caterham

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31 December 2020

Incorporating income and expenditure account

	Notes	Unrestricted	Designated	Restricted	2020	2019
Incoming resources						
Voluntary Income	2	79,913	3,897	345	84,155	84,470
Activities for generating funds		3,002	0	0	3,002	7,571
Income from Church Activities		24,086	0	0	24,086	36,159
Investment Income		1			1	1
Total		107,002	3,897	345	111,244	128,201
Expenditure						
Church Activities		109,393	1,804	488	111,685	120,103
Support costs		12,329	0	0	12,329	11,654
Total	3	121,722	1,804	488	124,014	131,757
Net income		(14,720)	2,093	(143)	(12,770)	(3,556)
TOTAL FUNDS B/F		(4,772)	86,225	20,547	102,000	105,556
TOTAL FUNDS C/F		(19,492)	88,318	20,404	89,230	102,000

the notes on pages 7 to 13 form part of these financial statements

2020

St Mary the Virgin with St Paul & St Lawrence, Caterham
BALANCE SHEET
Year ended 31 December 2020

	Notes	2020	2019
Fixed Assets			
Tangible Assets	5	<u>0</u>	<u>0</u>
Current Assets			
Debtors and prepayments	6	£5,667	£5,897
Cash at bank		<u>£84,884</u>	<u>£100,915</u>
		£90,551	£106,812
Creditors: amounts falling due			
Within one year	7	<u>£1,321</u>	<u>£4,812</u>
Net Current Assets		<u>£89,230</u>	<u>£102,000</u>
Net Assets		<u>£89,230</u>	<u>£102,000</u>
Parish Funds			
Unrestricted Funds		<u>(19,492)</u>	<u>(4,772)</u>
Designated Funds		£88,318	£86,225
Restricted Funds		<u>£20,404</u>	<u>£20,547</u>
Total Parish Funds		<u>£89,230</u>	<u>£102,000</u>

Approved by the Parochial Church Council and signed on its behalf by:

T. A. Mapstone
Date 19th May 2021.

The notes on pages 7 to 13 form part of these financial statements

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St Mary the Virgin with St Paul & St Lawrence, Caterham
NOTES TO THE FINANCIAL STATEMENTS
Year ended 31 December 2020

1. Accounting policies

Basis of preparation

The PCC is a public benefit entity within the meaning of FRS 102. 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 PCC's, and in accordance with the regulations' "true and fair" provisions, together with FRS 102 as the applicable accounting standard and the current version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS102)).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

They do not include the accounts of the church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Incoming Resources

These are included in the statement of Financial Activities (SOFA) when the PCC becomes legally entitled to the use of the resources, inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.

Funds raised from events and trading activities are reported gross in the SOFA - i.e. before any related costs that may have been deducted from the gross proceeds.

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

Gift aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Rental income from the letting of the church halls is recognised when the rental is due.

Investment income is included in the financial statements when receivable.

The value of any voluntary help received is not included in the financial statements but is described in the Trustees' annual report.

Expenditure and Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement which is probable and quantifiable.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs include costs of preparation and examination of statutory accounts.

Assets

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by section 10(2) (a) and © of the Charities Act 2011 such asset are not capitalised in the financial statements.

Moveable church furnishings held by the Rector and Church Wardens on the special trust for the PCC and which require a faculty for disposal, are considered inalienable property and as there is insufficient cost information available such assets are not capitalised in the financial statements, but all the items are included in the church's inventory in any case.

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost. Depreciation is calculated to write off the capitalised cost of fixed assets less their current anticipated residual value over their estimated useful lives of 4 years.

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

Funds

Unrestricted funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for a particular purpose or for spending on future projects and which are therefore not included in its 'free reserves' as disclosed in the Trustees' report,

Restricted funds are income funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the church for particular purposes. The cost of raising and administering such funds is charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

St Mary the Virgin with St Paul & St Lawrence
Notes to the Account
Year ended 31 December 2020

2 Incoming Resources

Voluntary Income	Unrestricted £	Designated	Restricted £	2020 £	2019 £
Planned Giving					
Gift aid donations and regular planned giving	57,671			57,671	59,394
Tax Recoverable	14,262			14,262	15,774
Collections	6,980	1,260		8,240	8,128
Legacies and bequests	1,000			1,000	0
Donations, appeals etc.		2,637	345	2,982	1,174
St Lawrence Community Fund				0	0
	79,913	3,897	345	84,155	84,470
Activities for generating funds					
Afternoon Teas	80			80	2,502
Autumn/May Fair	0			0	2,259
Other Fundraising	355			355	0
Social Events	154			154	584
Coffee	243			243	849
Holiday Club	0			0	1,094
Messy Church	0			0	0
Parish Magazine advertising	0			0	110
Other Activities	2,170			2,170	173
	3,002			3,002	7,571
Income from Church Activities				0	
Fees for Weddings and Funerals	11,997			11,997	11,899
Church Hall Lettings	4,981			4,981	16,620
Phone Mast	6,500			6,500	6,500
Parish Magazine Sales	153			153	454
Other Activities	455			455	686
	24,086			24,086	36,159
Income from Investments	1			1	1
TOTAL INCOME	107,002	3,897	345	111,244	128,201

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St Mary the Virgin with St Paul & St Lawrence
Notes to the Account
Year ended 31 December 2020

3 Resources Expended

Church Activities

	Unrestricted	Designated	Restricted	2020	2019
Missionary and charitable giving		1,260	488	1,748	1,845
St. Lawrence Community Fund	-			-	-
Ministry: Diocesan parish share	80,000			80,000	80,000
Other ministry costs	2,896			2,896	5,354
Church repairs and maintenance	2,687			2,687	6,505
Heat, light and water	4,091			4,091	5,883
Insurance	8,768	544		8,768	9,169
Organ fees and maintenance	4,181			4,181	4,365
Fees for weddings and funerals	6,770			6,770	5,902
Social Events	-			-	275
Holiday Club	-			-	114
Messy church	-			-	691
	109,393	1,804	488	111,685	120,103

Support costs

Salaries	6,911			6,911	6,803
Postage, printing and stationery	2,712			2,712	2,370
Cleaning and maintenance	1,276			1,276	1,086
Advertising and marketing	541			541	445
Bank charges	-			-	-
Telephone and internet	336			336	411
Accountancy fees	250			250	250
Other Expenses	302			302	289
	12,329			12,329	11,654

Total Resources Expended	121,722	1,804	488	124,014	131,757
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4 Staff Costs

	2020	2019
	£	£
Wages and salaries	6,911	6,803

During the year the PCC employed a Parish Administrator, organist and church cleaner (all part - time) but no payments were large enough to attract social security costs. No payments of expenses were paid to any PCC member in their capacity as a PCC member, or to persons closely connected to them or related parties.

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St Mary the Virgin with St Paul & St Lawrence
Notes to the Account
Year ended 31 December 2020

5. Tangible Fixed Assets

	Church Equipment	Total
Cost		
At 31 December 2020	11517	11517
Depreciation		
At 31 December 2020	(11,517)	(11,517)
Net book value		
At 31 December 2020	0	0

Church equipment comprises of computer and office equipment

6. Current Assets

Debtors and prepayments	2020 £	2019 £
Trade debtors	-	-
Prepayments and accrued income	5,667	5,897
	5,667	5,897

7. Liabilities

Creditors: amounts falling due within one year	2020 £	2019 £
Trade Creditors	1,321	3,890
Accruals	0	922
	1,321	4,812

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St Mary the Virgin with St Paul & St Lawrence
Notes to the Account
Year ended 31 December 2020

8 FUNDS

Restricted funds represent funds held for the following particular purposes:

	2020	2019
	£	£
Bell Tower	6,259	6,482
St. Mary's Hall	2,386	2,386
St. Mary's Church Fabric	3,356	3,356
St. Lawrences church fabric	3,356	3,356
Organ Restoration	2,246	2,246
Sound System	1,536	1,536
Churchyard Conservation	471	391
Windows	435	435
Flame	278	278
Youth Worker	81	81
	20,404	20,547

Designated funds represent unrestricted funds designated by the PCC for particular purposes or for spending on future projects:

	2020	2019
	£	£
Parsonage Investment	57,809	57,565
Croydon Mission Grant	600	600
Fabric	12,323	10,823
150th Anniversary	8,729	8,729
Youth Groups	2,034	2,033
Evangelism and Mission	1,000	1,000
Lego Build Project	3,574	3,226
Flower Contingency	779	779
Pastoral	540	540
Free Spirit Music Group	516	516
Holiday Club	238	238
New Albs	89	89
Traidcraft	87	87
	88,318	86,225

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St Mary the Virgin with St Paul & St Lawrence
Notes to the Account
Year ended 31 December 2020

9 SUMMARY OF FUND MOVEMENTS

	Unrestricted	Designated	Restricted	Total
	£	£	£	£
Balance at 1 January 2020	(4,772)	86,225	20,547	102,000
Incoming resources	107,002	3,897	345	111,244
Resources Expended	(121,722)	(1,804)	(488)	(124,014)
Balance at 31 December 2019	(19,492)	88,318	20,404	89,230

10 SUMMARY OF ASSETS BY FUND

	Unrestricted	Designated	Restricted	Total
	£	£	£	£
Tangible Fixed Assets	0	0	0	0
Debtors and Prepayments	5,667	0	0	5,667
Cash at Bank and in Hand	(23,837)	88,318	20,404	84,885
Creditors:	(1,321)	0	0	(1,321)
Amounts falling due within one year		0	0	0
	(19,492)	88,318	20,404	89,230

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St Mary the Virgin with St Paul and St Lawrence, Caterham

INDEPENDENT EXAMINERS' REPORT

To the members of The Parochial Church Council of the Ecclesiastical Parish of Caterham

I report on the accounts for the year ended 31 December 2020 which are set on pages 5 -13.

Retrospective responsibilities of Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examiner is needed.

It is my responsibility to :

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

Basis on Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the members of the PCC 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 Charities Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

Have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Richard Dean BSc FCA
123 Aveling Close
Purley CR8 4DY

Date..... 8/5/2021