



THE CHURCH
OF ENGLAND

**Parochial Church Council of the
Church of the Holy Nativity
Chapel House**

**Annual Report and
Financial Statements**

**For the year ended
31st December 2020**

Holy Nativity Mission Statement

We will...

- ... Offer a warm welcome to those who join us for the worship of God**
- ... Share the good news of the Gospel with those around us**
- ... Build up our Christian Fellowship together**
- ... Seek ways of serving the community, and joyfully**
- ... Support the work of the church at home and abroad**

Some activities which reflect this commitment:

- Teams of people who welcome visitors at the door and to offer refreshments and fellowship following worship. Children's activities bags are available for use.
- The good news is shared in many practical ways of service, information and support and with the help of the pastoral visitors' network.
- Fellowship groups, regular social and celebration events, coffee mornings, home groups, home visiting and the twice weekly drop-in each offer times to meet and build friendships.
- The 'Outside In' Community Project is an expression of our commitment to be 'church in community'.
- Financial support of church ministry and mission at home and abroad comes from special services, collections, awareness events and donations

**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

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**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY,
ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31st
DECEMBER 2020**

Principal Office

The (Parish) Church of the Holy Nativity Chapel House

(Church of England, Diocese of Newcastle)

Hillhead Parkway

Chapel House

Newcastle upon Tyne

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Vicar

Vacancy as of September 2018

Independent Examiner

Michael Davison

20 Cochrane Park Avenue

Newcastle upon Tyne

NE7 7JU

Bankers

Barclays Bank Plc

Belmond Cottages

Stamfordham Road

Westerhope

Newcastle upon Tyne

NE5 5HP

Solicitors

Jane Lowdon, Diocesan Registrar

Sintons LLP

The Cube

Barrack Road

Newcastle upon Tyne

NE5 6DB

**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

PCC Membership – 2020

Vicar in vacancy

Churchwardens

Mrs Alison Swift (re-elected APCM 2020)

Ms Sheilagh Leonard (re-elected APCM 2020)

Representatives to the Newcastle West Deanery Synod

Elected Members

Mrs Jacqueline Connell (elected APCM 2016) (co-opted for further year 2020)

Mrs Carole Martin (elected APCM 2016) (co-opted for further year 2020)

Mrs Jacqueline Rainford (elected APCM 2017)(co-opted for further year 2020)

Mrs Barbara Perry – PCC Treasurer (re-elected APCM 2018)

Mrs Elizabeth Lattimer – (re-elected APCM 2018)

Mrs Geraldine Tinning (elected 2018)

Mr Eric Aririsukwu (elected APCM 2019)

Mrs Joyce Brannen (elected APCM 2019)(resigned APCM 2020)

Mrs Dorothy Walker (elected APCM 2019)

Mr David Harrison (elected APCM 2019)

TERM OF OFFICE FOR ELECTED MEMBERS

Until APCM 2020

Until APCM 2021

Mrs Barbara Perry

Mrs Elizabeth Lattimer

Mrs Geraldine Tinning

Until APCM 2022

Mr Eric Arirsukwu

Mrs Dorothy Walker

Mr David Harrison

Co-opted Members

Until APCM 2021

Mrs. Jacqueline Connell

Mrs. Carole Martin

Mrs. Jacqueline Rainford

**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

PARISH CHURCH: STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council (PCC) submits its annual report together with the financial statements of the Church of the Holy Nativity, Chapel House (the PCC) for the year ended 31st December 2020. The PCC confirms that the annual report and financial statements of the PCC comply with current statutory requirements, the requirements of the PCC's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

a. CONSTITUTION:

The principal object of the PCC is to promote in the ecclesiastical parish the whole mission and ministry of the Church, pastoral, spiritual, educational, evangelistic, social and ecumenical, in keeping with the gospel of Jesus Christ and according to the doctrines and practices of the Church of England.

The Church of the Holy Nativity is the Parish Church of Chapel House. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure, under the Diocesan structures of Newcastle Diocese in the Church of England, and is subject to the Church Representation Rules and Synodical Government of the Church of England, the Diocese of Newcastle and the Province of York.

The PCC registered with the Charities Commission in 2010. Registered Charity Number: 1134615

b. APPOINTMENT OR ELECTION OF PAROCHIAL CHURCH COUNCIL

Parochial Church Councils are governed by the Church Representation Rule 2006.

Ref: Appendix 2 of the Church Representation Rules which sets out the manner in which a PCC must act and also Church Representation Rules 14 to 21 which deal with the Constitution of Parochial Church Councils. Under the Parochial Church Council (Powers) Measure 1956 – section 3 every PCC is deemed to be a body corporate with perpetual succession.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

Clergy. The parish has been in vacancy since September 2018

**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

Parochial Church Council (PCC) is an elected body of 10 people, usually meeting monthly since the Vacancy began in September 2018, (however, this changed at the beginning of lockdown following the COVID 19 pandemic and our meetings were held via ZOOM). The PCC has the responsibility of co-operating with the incumbent (or Area Dean and Churchwardens during Vacancy) in promoting within the ecclesiastical parish the whole mission and ministry of the Church. It is also responsible for the management and maintenance of the church buildings and grounds. Nominations can be made by anyone on the Electoral Roll. Representatives are elected onto the West Newcastle Deanery Synod. The PCC has prime responsibility for the community project.

Induction and training of PCC members: New PCC members are given a copy of the PCC's policies, told about Diocesan training events, and are supported in their understanding of the work of the PCC by the Priest.

Church Wardens, elected by people on the electoral roll of the parish, are responsible with the PCC for ensuring the proper running and maintenance of the church and its regular worship.

Electoral Roll, any baptised resident of the parish is eligible to be on the electoral roll, also residents of other parishes if they are regular in worship at the church. Currently the Electoral Roll stands at 85 members.

The PCC Standing Committee is legally authorised to transact the business of the PCC between its meetings, subject to any directions by the PCC.

Newcastle Diocese provides oversight regarding buildings and maintenance, accounts and management, also, with the Bishop of Newcastle, the appointment of clergy.

West Newcastle Deanery Synod is a body of elected representatives and clergy from each parish church in the west of Newcastle. It is responsible for allocating the parish share, co-ordinating inter-parish support and strategic initiatives. Each Deanery Synod elects representatives to Newcastle Diocesan Synod.

Sidespersons are elected to welcome visitors to public worship (currently a rota of 12 people)

**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

The Magazine is produced, edited and distributed ten times per year, The Star.

Pastoral Visitors' Team has always kept in touch with those on the electoral roll. However, during 2020 obviously visits were greatly curtailed.

RISK MANAGEMENT

The PCC have assessed major risks to which the PCC is exposed, in particular those related to the operations and finances of the PCC, and although satisfied that systems and procedures are in place to mitigate our exposure to the major risks, feel these have been severely tested during 2020.

During the last year, we have adopted the official Church of England Risk Assessments with regard to operating within the confines of Government advice on returning to worship following periods of lockdown.

PRINCIPAL FUNDING

The Church relies entirely on support, gifts and donations received from its congregation, benefactors and fundraising events for which it is deeply grateful.

Churchwardens Report 2020

Unfortunately, the Vacancy continues. Just prior to "lockdown" March 2020 a Priest was interviewed but they did not meet our needs or requirements.

During a Vacancy, Churchwardens together with the Area Dean have the responsibility for managing the Church. We would like to thank Reverend Canon Christine Brown for her continued support.

Since the beginning of this pandemic, March 2020, we have had continuous steadfast support from Reverend Sue Wilson. Without formal or financial recompense Reverend Sue Wilson has produced weekly news-sheets, sharing her thoughts about the bible readings. Reverend Sue Wilson gave support in completing the risk assessments, prior to us opening, initially for private prayer in July 2020, in light of Covid numbers and the fragility and vulnerability of our congregation.

Following a further risk assessment our first Eucharist was held on 20th September 2020, Church Birthday.

Our last service in Church was Eucharist on Christmas Day and then Church was closed again.

The annual visitation will take place which is an assessment of Registers/Documents/Policies. Throughout the year we have been practising good housekeeping, when possible, to ensure our building is well taken care of.

The year 2020 has been a challenge to everyone, however new ideas have developed and different ways of worship – "ZOOM".

We have tried to support and engage with the congregation by sending weekly emails or delivering by hand, printed letters.

**Alison Swift
Sheilagh Leonard**

Acting Lay Chairperson's and Treasurer's Report – 2020

This year I have decided to submit a joint report as Acting Lay Chair and Treasurer to the PCC as I feel much of the information in two reports would have been repetitive bearing in mind the year we have just experienced.

Acting Lay Chair remarks:

The year began well, we had regular services, regular bookings of the Parish Centre but as January led into February, we all realised that the Coronavirus which began in China was spreading its tentacles much further afield. We had to close the church when the first national lockdown came into force on the 23rd March. It was a time of great uncertainty.

We had been very fortunate until that point – we had visiting priests for all our services and we were grateful to all who spent time with us (also to our churchwardens for ensuring that this happened).

The Reverend Doctor Sue Wilson committed to producing a series of weekly 'sermons' based on the relevant readings for each Sunday, and the churchwarden sent at the same time a series of inspiring thoughts. These were distributed as widely as possible.

When the lockdown came to an end, we did not rush to open our church; Bishop Christine throughout the Pandemic supported the decision of individual parishes regarding the continued closure of their churches for public worship. We, at Holy Nativity, were very mindful of the age of the members of our congregation and took the decision to remain closed.

We decided to open, initially, for a time of Private Prayer in July. Preparations in line with our Risk Assessment were carried out, such as social distancing measures – removal of most seating, the remaining chairs having to be two metres apart; signage regarding one way system, hand sanitising, wearing of masks, sanitising all necessary surfaces and seats. Private Prayer time was warmly welcomed by those who came along and initially we had up to 17 visitors each session.

We opened for public worship with a eucharistic service on 20th September. Services in church have been very different, without any music and everyone wearing masks. We were restricted to 27 seats in church and had to introduce a 'booking system' where everyone who wished to attend had to telephone a named person to book a seat. The system worked very well.

Sadly, the COVID19 situation again necessitated another national lockdown – we were able to celebrate Christmas in church but with the sad knowledge that would be the last service in church in 2020.

Treasurer's remarks:

The Financial Statements of the Parochial Church Council for the year ended 31st December 2020, have been inspected and approved by our Independent Examiner. This year because of COVID19 lockdown and restricted movement, these had to be inspected electronically. The accounts are shown in detail at the end of the Annual Report and Financial Statements.

This has been a very difficult year with regard to finance. The main reason for me making that statement is the fact that for the first time, to my knowledge, we have not been able to pay our Parish Share in full. Our total donation to the Diocese was £22,000.00 which equates to 61% of the requested figure. The Diocese have been extremely supportive of decisions taken by parishes.

When you read through the approved accounts you will see **Income for 2020 was £43,586** compared to £65,301 in 2019, but as you will appreciate, we were unable to have initiatives such as Spring and Christmas Fayres, Gift Day, Bonus Ball, Magazine and of course, our main source of income – the hiring of our premises for the many groups that have always enjoyed our facilities. Also you will see that Planned Giving was also effected.

Many of our congregation support our church financially (planned giving) making their contribution by monthly standing order. I contacted those who contributed by weekly envelope (a long-standing tradition of putting money 'for the church' in an envelope each week and I have always loved that commitment), to ask if they would be prepared to change to standing orders. I am grateful for the positive response I got to that request. I appreciate that it is not convenient for everyone and I have been happy to call and collect envelopes from those who have carried on with the tradition. Without your commitment to our church, we would not be able to meet **our commitments**.

On a positive note, I was able to apply for one of the Government schemes – A COVID19 Discretionary Business Grant re Loss of Income. The application was successful and we received a grant of £5,000.

You will also notice that **Expenditure for 2020 was £38,413** compared to £68,010 in 2019. Expenditure generally was positively impacted by an overall reduction in most areas, particularly Parish Share. Energy costs appear to still be high, and the reason for this is that church was open during the first two and a half months of 2020, the coldest period of the year.

Please hold your Parochial Church Council in your prayers as they continue to seek ways to improve the wellbeing of our church and to enable us to serve the people of this parish and the wider community.

To end, I am going to use a quotation that Sheilagh gave us in one of her weekly thoughts during August 2020:

"For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope." **Jeremiah 29:11**

What wonderful words in the present time?

God Bless you all.

Barbara Perry
Acting Lay Chairperson and Treasurer
to the Parochial Church Council

Electoral Roll Officer's Report – 2020

Last year the electoral roll had 90 members.

The electoral roll has been amended, names have been removed and new member has been added.

The electoral roll for the current year now has 85 members.

	Total	Resident	Non-Resident
Female	73	48	25
Male	12	6	6
Total	85	54	31

Electoral Roll Officer

Deanery Synod Report – 2020

We were unable to elect representatives to the Deanery Synod when we held our last APCM in October. The Area Dean kindly provided us with the following extract from the minutes of the meeting held via ZOOM in December 2020:

'The Newcastle West Deanery Synod would usually meet quarterly: the meeting scheduled for late March 2020 was one of the first events cancelled due to COVID 19 restrictions.

In the event we did not meet until December, when our gathering using ZOOM was joined by Ven Mark Wroe, then Archdeacon of Northumberland and Bishop of Berwick designate. He led us in looking forward together to the topics to be addressed in 2021.

This was the first meeting with a newly elected House of Laity to serve to 2023; Meg Fisher (Parish of Holy Spirit Denton) was elected as Lay Chair, and Janice Stait appointed to continue as Deanery Finance Officer.

In July the deanery welcomed Rosemary Harrison (Ponteland) and Oliver Dempsey (Cowgate and Newbiggin Hall) as curates. Clergy continued to meet each month by ZOOM for discussion and support as we found new ways to minister amid the limitations and uncertainty of the pandemic.

Three parishes – Holy Spirit Denton, Holy Cross Fenham and Holy Nativity Chapel House have been in continued vacancy. We appreciate the support of retired and associate clergy for worship and pastoral care. At the end of November, Fr Neil Heslop, Priest in Charge at Sugley, was also licensed by Bishop Christine as Priest in Charge of Denton. It is hoped that the remaining two parishes will be filled later this year.

We anticipate more active collaboration lies ahead, especially in the next phase of the Diocesan vision and mission strategy, as we explore possibilities for parishes to work more closely together and share our resources and gifts. The new approach to Parish Share, the subject of extensive consultation in 2019, will be introduced in readiness for 2022.'

Parish Safeguarding Officer's Report – 2020

2020: A very different year to that which we were expecting - A pandemic, the sacrament in one kind only followed up within two weeks that all public worship in all churches was to be suspended. The ultimate measure to ensure the safety and wellbeing of all. Indeed all activities that took place in churches were closed down.

Holy Nativity has been open for worship for two periods during 2020 and during this time no Safeguarding concerns have been highlighted.

Safeguarding training needs and DBS checks are regularly reviewed.

Under normal circumstances Safeguarding is referred to in the parish magazine in order to ensure that everyone knows that any concern they may have should be shared with the PSO and to remember as an Anglican church, we must follow Church of England guidelines and that we have a duty of care to protect all members of our congregation and also to afford the same degree of care to anyone using our premises.

Safeguarding fundamentally is respect and displaying kindness and concern for others. If we are all mindful of these maxims and indeed diligent regarding our own safety, Safeguarding at Holy Nativity should continue to be effective. All must understand safeguarding is everyone's responsibility.

'The Church of England is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the Gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it is.

From 'Promoting a Safer Church'. The Church of England's Safeguarding Policy Statement'.

Sheilagh Leonard, Parish Safeguarding Officer

Mothers' Union Branch Leader's Report – 2020

The branch only met once in 2020. That last meeting was our Annual Meeting on 27th January.

It has been a great sadness for us not to meet for a whole year.

However the committee quickly began contacting members by telephone or email where appropriate. Mothers' Union literature, news . prayer diaries were either delivered to homes or sent by email. Therefore to the best of our ability we have been in contact with all our members.

Work within MU branches is very much about supporting Diocesan or National projects.

Despite the restrictions of Covid and the lockdowns and with no means of fund raising as normal. We managed to raise £265 which was collected by our Treasurer Dorothy Walker. This was, she declared, with the amazing generosity of our members.

This allowed the branch to donate £150 to the MU National Big Give Summer Fund Raising Event for the Congo.

Also at Christmas we gave £60 to the Diocese for the purchase of trainers and track bottoms for The Peoples Kitchen.

The final end of year giving to MU charities was £40 each to Mary Sumner House and Away from it all Holidays.

Our members were visited individually at Christmas and given a 2021 Prayer Journal, a Christmas card, a personalised book mark and miniature Christmas cakes.

My sincere thanks to Dorothy and all committee members for the time and effort taken to achieve all the wonderful work.

We hope and pray that sometime soon we will meet again in person to share Christian Fellowship.

Jacqueline Rainford - Branch Leader
Dorothy Walker - Treasurer

Holy Nativity Outside In Prayer

**Name above all names
grant us your presence**

In our coming in and our going out
be our guardian and our guide
In our hopes and in our dreams
be our inspiration and our morning star
In our planning and in our aims
be our wisdom and our vision

**Name above all names
grant us your peace**

In our meetings and in our action
be our companion and our courage
In our building and in our renewing
be our foundation and our cornerstone
In our giving and in our belonging
be our open hand and our open heart

**Name above all names
be our abiding Light**

Inspired by the readings for 1st January: the Naming of Jesus

**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

PCC's RESPONSIBILITIES

The Members of the PCC are responsible for preparing the Members' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Members are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the provisions of the Charities Act 2011 and of the trust deed. The Members are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC Members on Tuesday 27th April 2021 during a ZOOM meeting.

and signed on their behalf by:

Sheilagh Leonard,
Church Warden

Elizabeth Lattimer,
Secretary

**Parochial Church Council of The Church of the Holy Nativity,
Chapel House
PCC's REPORT FOR THE YEAR ENDED 31st DECEMBER 2020**

Appendix 1 : Social Policies and Commitments

The 'Outside In' Community Project is one outcome from the 'Local Ministry' model of working.

Safeguarding Policy

We are an inclusive church committed to opening up our premises as a resource to any appropriate community, voluntary business or statutory organisation, group or activity irrespective of age, race, religion, ethnic origin, marital status, colour, nationality, gender, disability or sexual orientation, whose function, purpose and working methods will add to the well-being of the people in the locality, the needs of the whole person and to social cohesion.

The Church of the Holy Nativity Disability Policy outlines awareness of needs and intentions to improve facilities as soon as is possible, in line with the Disability Discrimination Act. The church is advised by the Diocesan Disability Group.

The new buildings are designed with accessibility issues in mind.

Fair Trade

As far as possible, Holy Nativity Church tries to support the principles of 'Fair Trade'.

This is reflected in purchases made by the church, its use and sales of fair trade goods and through education amongst church members.

Health and Safety

The PCC, advised by the 'Responsible Caring Group', undertakes to ensure that the premises and practices of the Church of the Holy Nativity are inspected and reviewed regularly to maintain appropriate levels of safety and a healthy environment.

This includes the Quinquennial Church Inspection, Asbestos Safety check and Electrical Inspections.

Commitment to the Environment

The Church of the Holy Nativity has adopted the Diocesan 'Commitment to the Environment', affirming the Fifth Mark of Mission as a central part of our life and work. The fifth Mark of Mission is, 'To strive to safeguard the integrity of creation and sustain and renew the earth'.

The new buildings incorporate energy saving features including ground-source heating. The Community Peace Garden encourages a rich variety of wild-life and local interest in natural ecosystems.

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE

I report on the financial statements of the PCC for the year ended 31st December 2020.

This report is made solely to the PCC's members in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the PCC's members those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's members for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER

The PCC's members are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- 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. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as PCC members 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 financial statements 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 financial statements which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Michael Davison
20 Cochrane Park Avenue
Newcastle upon Tyne
NE7 7JU.

Signed:

Date:

 ACMA
26th April 2021

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,
CHAPEL HOUSE

Financial Statements for the Year Ended 31st December 2020

Unrestricted

Receipts and Payments Account	Note	Unrestricted Fund	Designated Fund	Reserve Fund	Restricted Fund	Total 2020	Total 2019
		£	£	£	£	£	£
Receipts:							
Voluntary receipts:							
Planned Giving	2	23,923				23,923	26,443
Collections at Services	3	797				797	3,184
All other giving/voluntary receipts	4	3,086	260			3,346	6,193
Discretionary Business							
Grant rw Covid 19	4	5,000				5,000	0
Gift Aid recovered	6	5,820				5,820	6,171
		38,626	260		0	38,886	41,991
Activities for Generating Funds:	9	0				0	3,097
Investment Income	10	0		6	0	6	15
Fees to PCC	11	61				61	544
Church Activities	12	4,357				4,357	18,292
Funeral fees - NDBF	XX	276				276	1,362
Total Receipts		43,320	260	6	0	43,586	65,301
Payments:							
Church and Parish Centre Activities:							
Designated Charitable							
Donations	18	0	452			452	150
PCC Charitable Giving	18	20				20	878
Parish Share	19	22,000				22,000	34,832
Salaries, Wages etc	20	1,242				1,242	5,172
Clergy & Staffing costs	21	-807				-807	109
Running Expenses and Maintenance	23	8,999	47		880	9,926	15,581
Utility Services	24	5,415				5,415	8,430
		36,869	499		880	38,248	66,512
NDBF/Clergy/Organist	XX	165				165	1,498
Total Payments		37,034	499	0	880	38,413	68,010
Balances of Receipts over Payments		6,286	-239	6	-880	5,173	-2,709
Cash at Bank and in hand 1st Jan 2020		6,174	6,118	7,402	1,015	20,709	23,418
Cash at Bank and in hand 31st Dec 2020	17	12,460	5,879	7,408	135	25,882	20,709

The notes on the following pages form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY,
CHAPEL HOUSE

Balance Sheet Year Ended 31st December 2020

	Note	2020 £	2019 £
CURRENT ASSETS			
Cash at bank and in hand		25,882.00	20,709.00
Creditors: amounts falling due within one year		0.00	0.00
NET CURRENT ASSETS		<u>25,882.00</u>	<u>20,709.00</u>
CHARITY FUNDS:			
Restricted funds	17	106.00	986.00
CBF FofE Deposit Fund	17	29.00	29.00
Designated funds Unrestricted	17	5,879.00	6,118.00
Reserve fund	17	7,408.00	7,402.00
Unrestricted funds	17	<u>12,460.00</u>	<u>6,174.00</u>
TOTAL FUNDS		<u>25,882.00</u>	<u>20,709.00</u>

The Financial Statements were prepared by Mrs Barbara Perry, Treasurer to the PCC, and approved by the PCC on Tuesday 27th April 2021 and signed on their behalf by:

.....
Ms Sheilagh Leonard
(Churchwarden)

.....
Mrs Elizabeth Lattimer
(PCC Secretary)

The notes on the following pages form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

IMPACT OF COVID-19 ON INCOME AND EXPENDITURE:

INCOME:

Negatively impacted particularly church collections and activities.

Positively impacted through a support grant.

EXPENDITURE:

This was generally positively impacted by an overall reduction in most areas, particularly Parish Share.

1. ACCOUNTING POLICIES

- **Basis of preparation of financial statements**

The financial statements have been prepared on a Receipts and Payments basis.

- **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the PCC which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Investment income, gains and losses are allocated to the appropriate fund.

- **Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the PCC is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is received.

- **Resources expended**

All expenditure is accounted for on a Payments and Receipts basis and has been included under expense categories that aggregate all costs for allocation to activities.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

Voluntary receipts:

Planned Giving (Envelopes and Direct Debits- Gift Aided

Other Planned Giving - without Gift Aid

Collections at Services

All other giving/voluntary receipts:

Gift Day - 2020 in lieu of Gift
Day
Pennies Jar
Votive Candles
Bonus Ball - Maintenance
Charitable Giving donations
Flower Fund
Community donations
COVID 19 - Discretionary
Business Grant re Loss of
Income

Gift Aid recovered

Activities for Generating Funds:

Summer and Christmas
Fayres

Investment Income

Fees - Baptism certificates,
Wedding and Funerals to PCC
Funerals taken by retired
clergy

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2020 £	Total Funds 2019 £
12 Church Activities:						
Use of Premises by Community Organisations	2,863				2,863	13,218
Use of Premises by Church Groups	425				425	560
Magazine sales and advertising	114				114	267
Drop In/Coffee Mornings/Blokes' Breakfast/Families @ 4	821				821	2,005
Lunch Munch	132				132	430
Other sundry receipts	0				0	726
Sundry Credits re Vacancy	0				0	1,066
Bookstall and Card Sales	2				2	20
	<u>4,357</u>				<u>4,357</u>	<u>18,292</u>
XX Funeral and Wedding Fees to NDBF/Clergy/Organist	276				276	1,362
Total Receipts	<u>43,029</u>	<u>460</u>	<u>6</u>	<u>92</u>	<u>43,587</u>	<u>65,301</u>

Payments:

Church and Parish Centre Activities:

18 Charitable Giving						
Designated Donations		452			452	1,510
Annual PCC Charitable Giving	20				20	878
	<u>20</u>	<u>452</u>			<u>472</u>	<u>2,388</u>
19 Parish Share - 2020 61%	<u>22,000</u>				<u>22,000</u>	<u>34,832</u>
20 Salaries, Wages and Honoraria:						
Project Development Administrator	1,242				1,242	5,172
21 Clergy & Staffing costs:						
Clergy during Vacancy or absence	1,336				1,336	109
Refund of Clergy costs during by NDBF	-2,143				-2,143	0
	<u>-807</u>				<u>-807</u>	<u>109</u>

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2020 £	Total Funds 2019 £
Running Expenses and						
23 Maintenance:						
Hygiene Services	125				125	499
CDS Security Alarm	510				510	605
Servicing of Fire Extinguishers	156				156	223
Fire Alarm & Emergency						
Lighting	479				479	402
PAT testing	0				0	294
Ground Source Heat Pump	678				678	247
Organ Maintenance	0				0	195
Clockwork Audiovisual	0				0	390
Sundry Maintenance	488				488	1,475
NCC Trade/Garden waste collection	223				223	233
Insurance of premises	1,428				1,428	1,389
Sunday Readings	224				224	224
Copyright Licences	0				0	279
Freewill Offering envelopes	51				51	111
Wine, Candles etc	187				187	756
Cleaning	220				220	0
Site Maintenance Assistant	476				476	2,772
Site Maint Asst - HMRC	160				160	617
Printing and Stationery	1,205				1,205	1,569
Church Hospitality & Refreshments	168				168	1,547
Altar Frontal	0				0	294
COVID19 - refund of hire paid in advance	360	0			360	0
Resources incl COVID 19 Administration and sundry expenses	1,024				1,024	814
Gratuities etc	160				160	200
Flower Fund (D)	0				0	135
Garden Maintenance		47			47	230
Leaving Gifts & Expenses	527			880	1,407	81
	150	0			150	0
<hr/>						
<i>Total for Running Expenses and Maintenance:</i>	8,999	47		880	9,926	15,581
<hr/>						
24 Utility Services:						
BT - Broadband services	625				625	580
E-on - electricity supply	4,437				4,437	7,250
Northumbrian Water - meter charges	353				353	600
	5,415				5,415	8,430

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

Note	Unrestricted Fund £	Unrestricted Designated Fund £	Reserve Fund £	Restricted Fund £	Total Funds 2020 £	Total Funds 2019 £
Fees to						
XX NDBF/Clergy/Organist:	165				165	1,498
 Total Payments	37,034	499	0	880	38,413	68,010

PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY NATIVITY, CHAPEL HOUSE
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

17. STATEMENT OF FUNDS

	b/fwd 01.01.2020 £	Incoming Resources £	Resources Expended £	c/fwd 31/12/2020 £
Unrestricted Funds				
General Fund	4,596	43,320	-37,034	10,882
Reserve Fund	7,402	6	0	7,408
Unrestricted Designated Fund	7,696	260	-499	7,457
	<u>19,694</u>	<u>43,586</u>	<u>-37,533</u>	<u>25,747</u>
Restricted Funds				
The Peace Garden	<u>986</u>	<u>0</u>	<u>-880</u>	<u>106</u>
CBF Cof E Deposit Fund	<u>29</u>	<u>0</u>	<u>0</u>	<u>29</u>
TOTAL OF FUNDS	<u>20,709</u>	<u>43,586</u>	<u>-38,413</u>	<u>25,882</u>

The Peace Garden Fund relates to a fundraising campaign in respect of a community garden in the church's grounds.

SUMMARY OF FUNDS	Brought Forward	Incoming Resources	Resources Expended	Carried Forward
General funds	19,694.00	43,586.00	-37,533.00	25,747.00
Restricted funds	986.00	0.00	-880.00	106.00
CBF CofE Deposit Fund	29.00	0.00	0.00	29.00
TOTAL OF FUNDS	<u>20,709.00</u>	<u>43,586.00</u>	<u>-38,413.00</u>	<u>25,882.00</u>