

# The Minster Church of St Andrew, Plymouth

Registered Charity number 1134779



## *Trustees' Annual Report, Accounts and Financial Statements*

*For the year ended  
31<sup>st</sup> December 2020*

**Parochial Church Council of St Andrew's Plymouth**  
**Financial Statements**  
**31 December 2020**

**THOMAS WESTCOTT**

Chartered accountants & statutory auditor  
Plym House  
3 Longbridge Road  
Marsh Mills  
Plymouth  
Devon  
PL6 8LT

# Parochial Church Council of St Andrew's Plymouth

## Financial Statements

Year ended 31 December 2020

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# Parochial Church Council of St Andrew's Plymouth

## Trustees' Annual Report

Year ended 31 December 2020

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The trustees present their report and the financial statements of the charity for the year ended 31 December 2020.

### Reference and administrative details

Registered charity name Parochial Church Council of St Andrew's Plymouth

Charity registration number 1134779

### Administrative Information

The Church's address is Royal Parade, Plymouth, PL1 2AD and is part of the Deanery of Plymouth in the Diocese of Exeter.

The PCC is a body corporate (PCC Powers Measure 1956, and the Church Representation Rules 2006) and is registered with the Charity Commission, registration number 1134779.

PCC members who have served from 1 January 2020 until the date this report was approved were:

#### Ex Officio

##### The Incumbent

Rev. Joe Dent  
Rev. Leon Sim  
Rev. Tim Partridge  
Rev. Phil Cairns (from September 2020)

##### Churchwardens

Mr Malcolm Prideaux  
Mr Mac Forsyth (retired October 2020)  
Mr Tim Williams (elected October 2020)

##### Deanery Synod Reps

Mrs Janet Greaves-Stocker  
Mrs Katherine Kingdom

##### Elected Members

Dr Jane Melhuish  
Mrs Barbara Allan  
Mrs Mags Bell  
Mrs Jenny Bright  
Dr Jim Copper  
Mr Bill Duncan  
Mrs Judy Hodgkinson (elected October 2020)  
Mrs Patricia Holroyd  
Mrs Marie Hull  
Mrs Katharine Kingdom (retired October 2020)  
Ms Felicity Murphy  
Mr Robert Peters (elected October 2020)  
Mr Jack Spence  
Mr Mark Stroud  
Mr Bob Styring  
Ms Angela Thomas  
Mrs Sophie Thompson  
Mr Graham Vosper (elected October 2020)  
Mrs Rita Whyte  
Mr Tim Williams (resigned on being elected Churchwarden, October 2020)

##### Co-opted members

Mrs Gill Wood  
Mrs Pauline Arkle  
Dr Jeremy Clark  
Mr Paul Colman (until December 2020)  
Mr Mac Forsyth (from October 2020)  
Prof. David Huntley  
Mr Chris Prior

# Parochial Church Council of St Andrew's Plymouth

## Trustees' Annual Report *(continued)*

Year ended 31 December 2020

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<b>Bankers</b>	Royal Parade City Centre Plymouth Devon PL1 1HB
<b>Auditor</b>	Thomas Westcott Chartered accountants and statutory auditor Plym House 3 Longbridge Road Marsh Mills Plymouth Devon PL6 8LT

### Structure, governance and management

The method of appointment of PCC member is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, Readers, those elected to the Deanery Synod, and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. Members of the congregation are always urged to join the Electoral Roll, and to consider standing for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The full PCC met six times during the year. The PCC's main sub-committees are Mission, Fabric and Safeguarding. Each report back to the PCC.

### Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults).

### Volunteers

A huge number of volunteers make a wide range of activities possible – we are deeply grateful to them all.

### Aims and Purpose

St Andrew's Parochial Church Council (PCC) has the responsibility of cooperating with the Incumbent, the Reverend Joe Dent, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is responsible for maintaining the Church building, which is a Grade I listed building.

### Objectives and activities

The PCC is committed to the goal of enabling St Andrews to live for, worship and proclaim Jesus Christ in the heart of Plymouth and beyond. When planning our activities, the PCC has considered the Charity Commissions guidance on public benefit, and in particular the specific guidance on charities for the advancement of religion. Our services are welcoming to all and we seek to make the Christian faith accessible and understandable offering a range of styles in which a wide variety of people feel comfortable participating.

# **Parochial Church Council of St Andrew's Plymouth**

## **Trustees' Annual Report *(continued)***

### **Year ended 31 December 2020**

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We focus our activities in four areas:

- We have a heart for Jesus and His Gospel
- We have a heart for Prayer
- We have a heart for Each Other
- We have a heart for Plymouth and beyond

To facilitate this work, it is vital that we maintain the fabric of the Church building.

#### **Achievements and performance**

##### **A heart for Jesus and His Gospel**

The PCC is keen to offer a range of services, not only on Sundays, but also during the week, that our community will find both beneficial and spiritually fulfilling. 2020 was clearly a very disrupted year, but we have sought to continue, as best we were able, to offer services in person when possible, but online otherwise.

The teaching of the Bible is central to all our services, and our response in worship is enhanced by a large number of musicians and singers ably led by our Director of Music. We have recently upgraded our audiovisual equipment to improve our communication in the building and online.

Passing on the faith to the next generation is a significant part of our vision and our youth worker and children's worker both lead lively groups of young people on Sundays and midweek, as well as leading groups and assemblies in schools. We employ a student worker to work with the large population of students at Plymouth University, which is in our parish.

##### **A heart for Prayer**

We seek to be a prayerful church by encouraging prayer individually (with the help of our daily prayer diary) and corporately at our main services and in our monthly prayer meeting, St Andrew's Night. In addition, there is a confidential prayer chain through which any urgent prayer requests may be shared by members of the congregation to be prayed for by the prayer team. After our main Sunday services prayer with individuals are offered each week, and in addition online since mid-2020.

##### **A heart for Each Other**

At the end of the year there were 282 parishioners on the Electoral Roll, 31 of whom live in the parish. The Electoral Roll was revised for the Annual Parochial Church Meeting held in October at which time the number on the Roll stood at 284, since then 4 members left and 2 joined during the remainder of the year.

Our attendance figure is around 360 adults, but this number increases significantly at Easter and Christmas.

There have been 2 baptisms, 2 weddings and 9 funerals during the year. Assessing attendance in 2020 is complicated by the fact that many have been joining the services online.

A number of small groups meet in the church building and around the city throughout the week to study the Bible, pray with and care for each other.

# **Parochial Church Council of St Andrew's Plymouth**

## **Trustees' Annual Report** *(continued)*

### **Year ended 31 December 2020**

#### **Achievements and performance** *(continued)*

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##### **A heart for Plymouth and Beyond**

We seek to make the Christian message accessible and relevant to as many as possible – we invite the residents of the parish to our services over Easter and Christmas, and in the New Year we held special series of services particularly aimed at those exploring Christianity. We have followed these opportunities up by offering the Christianity Explored Course which a number of people have attended.

Snack and Chat is a popular Tuesday morning group for 'the lonely or bereaved' which attracts about 40 people for conversation and friendship - we hope to relaunch this in 2021. From mid-2020 we began meeting and greeting people outside the church building, offering to chat and pray.

We also established a hardship fund to help people struggling with urgent financial challenges.

Our mission committee supports and communicates with several missionaries overseas and in the UK. In 2020 we gave £42,932 to mission work at home and overseas.

##### **Church Fabric**

We are delighted to be able to open the building on weekdays. St Andrew's is a significant and special building in the heart of the city centre and is well visited by many tourists and used by many others as a quiet place to think or pray. While visitors to the church have been dramatically lower during 2020, the church has been open mid-week for private prayer. A constant stream of church members and the public come into the church during the week to visit the church office which is based in the building.

The last quinquennial inspection indicated that work on the tower stonework was required and the PCC in association with the Friends of St Andrew's launched an appeal to raise money. This work was completed successfully by the end of 2020.

##### **Other activities**

The PCC normally publishes in April each year a separate document containing reports and details of a whole range of activities and groups which are part of the Church family.

# Parochial Church Council of St Andrew's Plymouth

## Trustees' Annual Report *(continued)*

**Year ended 31 December 2020**

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### Financial review

The accounts for the financial year ending 31 December 2020 have been distributed to the PCC and form part of this annual report. The expenditure needed to run a Church the size of St Andrew's – one of the largest in the Diocese of Exeter – and for it to accomplish God's work and mission within the City of Plymouth and beyond is considerable.

We thank God for His provision as we work for Him and with Him.

The accounts show that we finished the year in the black, due entirely to a very generous legacy in excess of three quarters of a million pounds from Michael Mace. We thank God for such a wonderful blessing as Michael's gift ensures he can continue to support the Lord's work after his death.

2020 has proved to be exceptional due to the covid pandemic. With church closures and social distancing when open, compounded with the lack of activities and visitors, with members remaining away, our income has plummeted. If we discount the legacy, we would be looking at a deficit of around £90,000. Our major expenditures included £121,439 for the Diocesan quota, £130,923 salaries (all our staff were working remotely and not furloughed). Maintenance of buildings including the Tower repairs of £156,000 was offset by £103,516 from the Resurgam Appeal. Building insurance was £11,368.

Being able to livestream services and meetings needed new equipment, and then there was PPA.

We are thankful that we have, in the past, built up healthy reserves. We thank God that we have been able to draw on these whilst this situation continues.

(Pauline Arkle, Treasurer)

### Stewardship Review

Christian Stewardship is an integral part of our journey in discipleship. What we do with our time, talents and treasure is not only about how big our standing order is, or how much we put in the collection plate or envelope every week, it is about all the decisions we make – how we spend our time, what we do with our money and how we view our possessions... all gifts from God. These can be challenging issues for many people, especially in times of economic uncertainty, but as a Church Community it is part of our collective responsibility to apply our faith in all aspects of our lives.

The Stewardship Co-ordinator and Recorder records all financial gifts and donations. Some of these may come in weekly using the envelope scheme; some monthly via a bank standing order; the rest from yellow envelopes in the pews from visitors or people who may not have yet decided whether to make St Andrew's their home church, or even a member who wants to make a special one-off gift over and above their regular giving. We are able to reclaim an extra 25% from HMRC for those who are able to sign a Gift Aid declaration (i.e., those who pay income tax or capital gains tax).

I would like to thank all those members who have been able to maintain, or even increase their level of financial giving since the Church was closed last March. In the main, those with standing orders (137 of you) have been able to keep them running. Several people who used to use weekly envelopes have converted to monthly standing orders. I hope this will be maintained. Some are still using weekly envelopes (15 of you) and send in the occasional cheque to make up for missed weeks. Thank you.

Sadly, we have lost several members - through death or moving away, or not able to contribute at present. The total number of "givers" has dropped from 184 to 152 over the year. This, of course, has resulted in a drop in income. Usually Planned Giving supplies 75-80% of the Income for St Andrews.

I will shortly be inviting newcomers to join the Stewardship Scheme.

(Pauline Arkle, Stewardship Recorder)



# Parochial Church Council of St Andrew's Plymouth

## Trustees' Annual Report *(continued)*

Year ended 31 December 2020

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### Financial review *(continued)*

#### Reserves Policy

The PCC believe it to be good practise to carry reserves which will cover at least six months running expenses which based on the 2020 accounts would be £267,159. The current level of reserves is £1,716,509 of which £729,823 relate to tangible fixed assets. Included within tangible fixed assets is £647,570 of unrealised gains. The total level of available reserves is therefore £986,686. The PCC believe this amount to be sufficient to ensure the continued operation of the Church.

#### Trustees' responsibilities statement

The trustees are responsible for preparing the trustees' 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 and Wales requires the charity trustees to prepare financial statements for each 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 trustees are required to:

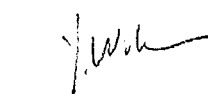
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any 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 business.

The trustees are responsible for keeping adequate 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 Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. They 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 trustees' annual report was approved on 26-05-21 and signed on behalf of the board of trustees by:



Mr M Prideaux  
Trustee



Mr T Williams  
Trustee

# **Parochial Church Council of St Andrew's Plymouth**

## **Independent Auditor's Report to the Members of Parochial Church Council of St Andrew's Plymouth**

**Year ended 31 December 2020**

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### **Opinion**

We have audited the financial statements of Parochial Church Council of St Andrew's Plymouth (the 'charity') for the year ended 31 December 2020 which comprise the statement of financial activities, statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# **Parochial Church Council of St Andrew's Plymouth**

## **Independent Auditor's Report to the Members of Parochial Church Council of St Andrew's Plymouth** *(continued)*

**Year ended 31 December 2020**

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### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Other Matters**

In the prior accounting period, the trustees took advantage of the audit threshold limits electing to not have a voluntary audit. Therefore, the corresponding figures were not audited.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

# Parochial Church Council of St Andrew's Plymouth

## Independent Auditor's Report to the Members of Parochial Church Council of St Andrew's Plymouth *(continued)*

Year ended 31 December 2020

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### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

## Parochial Church Council of St Andrew's Plymouth

### Independent Auditor's Report to the Members of Parochial Church Council of St Andrew's Plymouth *(continued)*

Year ended 31 December 2020

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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### Use of our report

This report is made solely to the charity's members, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Thomas Westcott*

Thomas Westcott  
Chartered accountants & statutory auditor  
Plym House  
3 Longbridge Road  
Marsh Mills  
Plymouth  
Devon  
PL6 8LT

19/5/21

# Parochial Church Council of St Andrew's Plymouth

## Statement of Financial Activities

Year ended 31 December 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	4	1,050,011	152,794	1,202,805	361,117
Charitable activities	5	15,878	525	16,403	42,114
Investment income	6	831	31	862	329
<b>Total income</b>		<u>1,066,720</u>	<u>153,350</u>	<u>1,220,070</u>	<u>403,560</u>
<b>Expenditure</b>					
Expenditure on charitable activities	7,8	356,148	178,170	534,318	419,002
<b>Total expenditure</b>		<u>356,148</u>	<u>178,170</u>	<u>534,318</u>	<u>419,002</u>
<b>Net income/(expenditure)</b>		<u>710,572</u>	<u>(24,820)</u>	<u>685,752</u>	<u>(15,442)</u>
Transfers between funds		(12,381)	12,381	—	—
<b>Other recognised gains and losses</b>					
Gains from revaluation of fixed assets		—	647,570	647,570	—
<b>Net movement in funds</b>		<u>698,191</u>	<u>635,131</u>	<u>1,333,322</u>	<u>(15,442)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		340,164	43,023	383,187	398,629
<b>Total funds carried forward</b>		<u>1,038,355</u>	<u>678,154</u>	<u>1,716,509</u>	<u>383,187</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 16 to 27 form part of these financial statements.

# Parochial Church Council of St Andrew's Plymouth

## Statement of Financial Position

31 December 2020

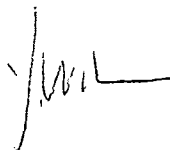
	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible fixed assets	15	729,823	85,164
<b>Current assets</b>			
Debtors	16	40,173	65,304
Cash at bank and in hand		999,721	282,922
		<u>1,039,894</u>	<u>348,226</u>
<b>Creditors: amounts falling due within one year</b>	17	<u>53,208</u>	<u>50,203</u>
<b>Net current assets</b>		<u>986,686</u>	<u>298,023</u>
<b>Total assets less current liabilities</b>		<u>1,716,509</u>	<u>383,187</u>
<b>Net assets</b>		<u>1,716,509</u>	<u>383,187</u>
<b>Funds of the charity</b>			
Restricted income funds:			
Revaluation reserve		647,570	—
Other restricted income funds		30,584	43,023
Unrestricted funds		<u>1,038,355</u>	<u>340,164</u>
<b>Total charity funds</b>	19	<u>1,716,509</u>	<u>383,187</u>

These financial statements were approved by the board of trustees and authorised for issue on ~~26.09.20~~ 26.09.20 and are signed on behalf of the board by:

Mr M Prideaux  
Trustee



Mr T Williams  
Trustee



The notes on pages 15 to 26 form part of these financial statements.

# Parochial Church Council of St Andrew's Plymouth

## Statement of Cash Flows

Year ended 31 December 2020

	2020 £	2019 £
<b>Cash flows from operating activities</b>		
Net income/(expenditure)	685,752	(15,442)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	2,911	4,519
Other interest receivable and similar income	(862)	(329)
Interest payable and similar charges	416	816
Accrued expenses	4,340	264
<i>Changes in:</i>		
Trade and other debtors	25,131	(20,289)
Trade and other creditors	(1,335)	402
Cash generated from operations	716,353	(30,059)
Interest paid	(416)	(816)
Interest received	862	329
Net cash from/(used in) operating activities	<u>716,799</u>	<u>(30,546)</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	—	(11,645)
Net cash used in investing activities	<u>—</u>	<u>(11,645)</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>	716,799	(42,191)
<b>Cash and cash equivalents at beginning of year</b>	<u>282,922</u>	<u>325,113</u>
<b>Cash and cash equivalents at end of year</b>	<u>999,721</u>	<u>282,922</u>

The notes on pages 15 to 26 form part of these financial statements.



# **Parochial Church Council of St Andrew's Plymouth**

## **Notes to the Financial Statements**

**Year ended 31 December 2020**

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### **1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Parish Office, Catherine Street, Plymouth, Devon, PL1 2AD.

### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of freehold property, and 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. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going concern**

There are no material uncertainties about the charity's ability to continue.

#### **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.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

#### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

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### 3. Accounting policies *(continued)*

#### Incoming resources *(continued)*

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Tangible assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings which require faculty for disposal since they are considered to be inalienable property.

All other tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

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### 3. Accounting policies *(continued)*

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold Property	-	2% straight line
Unrestricted Equipment & Furniture	-	25% straight line
Restricted Equipment & Furniture	-	25% straight line

#### Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

#### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

#### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

### 3. Accounting policies *(continued)*

#### Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

### 4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Gift Aided and Non-Gift Aided envelopes	172,985	36,207	209,192
Income Tax recoverable	40,838	8,443	49,281
Collections (open plate)	11,926	—	11,926
House Party income	—	1,300	1,300
Funding received from Resurgam 60 Appeal and Friends of St Andrews	—	103,516	103,516
Flowers	25	—	25
Special services	—	—	—
Maintenance Box	1,037	—	1,037
Sundry donations	836	16	852
Books	406	—	406
Special events	20	—	20
Wine, bread, candles	1,504	—	1,504
Hospitality	1,389	—	1,389
FIT solar panels	3,793	—	3,793
Miscellaneous income	1,399	—	1,399
Student work donation	—	2,607	2,607
VAT recovered	22,060	—	22,060
<b>Legacies</b>			
Legacies	791,793	—	791,793
Parkhouse and Dingle Trusts	—	705	705
	<u>1,050,011</u>	<u>152,794</u>	<u>1,202,805</u>

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

### 4. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
<b>Donations</b>			
Gift Aided and Non-Gift Aided envelopes	177,531	35,942	213,473
Income Tax recoverable	43,293	9,842	53,135
Collections (open plate)	15,246	—	15,246
House Party Income	—	14,582	14,582
Funding received from Resurgam 60 Appeal and Friends of St Andrews	—	3,225	3,225
Flowers	152	—	152
Special services	483	—	483
Maintenance Box	3,446	—	3,446
Sundry donations	1,350	72	1,422
Books	1,395	—	1,395
Special events	1,890	—	1,890
Wine, bread, candles	2,957	—	2,957
Hospitality	13,394	—	13,394
FIT solar panels	5,834	—	5,834
Miscellaneous income	4,258	—	4,258
Student work donation	—	19,000	19,000
VAT recovered	—	—	—
<b>Legacies</b>			
Legacies	7,000	—	7,000
Parkhouse and Dingle Trusts	—	225	225
	<u>278,229</u>	<u>82,888</u>	<u>361,117</u>

During the year a notable legacy was received totalling £790,742.94. There were no restrictions placed on the use of these funds.

### 5. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Hire of Church and facilities	2,369	—	2,369
Weddings	2,119	525	2,644
Funerals	7,087	—	7,087
Chaplaincy fees- Plymouth College	3,000	—	3,000
Holiday Club	—	—	—
Snack and Chat	230	—	230
Youthwork	750	—	750
Magazine	323	—	323
Recitals	—	—	—
	<u>15,878</u>	<u>525</u>	<u>16,403</u>

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

### 5. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Hire of Church and facilities	8,393	—	8,393
Weddings	7,246	1,025	8,271
Funerals	9,786	—	9,786
Chaplaincy fees- Plymouth College	3,000	—	3,000
Holiday Club	2,250	—	2,250
Snack and Chat	1,265	—	1,265
Youthwork	4,277	—	4,277
Magazine	1,249	—	1,249
Recitals	3,623	—	3,623
	<u>41,089</u>	<u>1,025</u>	<u>42,114</u>

### 6. Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>831</u>	<u>31</u>	<u>862</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Bank interest receivable	<u>282</u>	<u>47</u>	<u>329</u>

### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Directly relating to work of the church	330,545	178,122	508,667
Support costs	<u>25,603</u>	<u>48</u>	<u>25,651</u>
	<u>356,148</u>	<u>178,170</u>	<u>534,318</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Directly relating to work of the church	294,919	95,144	390,063
Support costs	<u>28,856</u>	<u>83</u>	<u>28,939</u>
	<u>323,775</u>	<u>95,227</u>	<u>419,002</u>

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

### 8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Grant funding of activities £	Support costs £	Total funds 2020 £	Total fund 2019 £
Directly relating to work of the church	465,735	42,932	3,895	512,562	398,574
Governance costs	—	—	21,756	21,756	20,428
	<u>465,735</u>	<u>42,932</u>	<u>25,651</u>	<u>534,318</u>	<u>419,002</u>

### 9. Analysis of support costs

	Analysis of support costs £	Total 2020 £	Total 2019 £
Staff costs	10,070	10,070	8,431
Premises	1,185	1,185	1,390
General office	6,820	6,820	15,356
Finance costs	416	416	816
Governance costs	7,160	7,160	2,946
	<u>25,651</u>	<u>25,651</u>	<u>28,939</u>

### 10. Analysis of grants

	2020 £	2019 £
<b>Grants</b>		
Paid by Mission Partnership	42,932	46,595
Total grants	<u>42,932</u>	<u>46,595</u>

### 11. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):	2020 £	2019 £
Depreciation of tangible fixed assets	<u>2,911</u>	<u>4,519</u>

### 12. Auditors' remuneration

	2020 £	2019 £
Fees payable for the audit of the financial statements	<u>4,200</u>	<u>—</u>

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2020

#### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	130,923	113,500
Social security costs	2,344	789
Employer contributions to pension plans	3,028	2,353
	<u>136,295</u>	<u>116,642</u>

The average head count of employees during the year was 13 (2019: 13).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

#### 15. Tangible fixed assets

	Freehold property £	Unrestricted Equipment & Furniture £	Restricted Equipment & Furniture £	Total £
<b>Cost</b>				
At 1 January 2020	76,430	85,412	20,441	182,283
Revaluations	647,570	—	—	647,570
<b>At 31 December 2020</b>	<u>724,000</u>	<u>85,412</u>	<u>20,441</u>	<u>829,853</u>
<b>Depreciation</b>				
At 1 January 2020	—	76,679	20,440	97,119
Charge for the year	—	2,911	—	2,911
<b>At 31 December 2020</b>	<u>—</u>	<u>79,590</u>	<u>20,440</u>	<u>100,030</u>
<b>Carrying amount</b>				
<b>At 31 December 2020</b>	<u>724,000</u>	<u>5,822</u>	<u>1</u>	<u>729,823</u>
At 31 December 2019	<u>76,430</u>	<u>8,733</u>	<u>1</u>	<u>85,164</u>

The land and buildings comprise the curate's house at Lipson Road, flats at Lambhay Hill, Plymouth and an equity share in a curate's house at Glenhurst Road.

The restricted fixed assets represent funds spent by the Resurgam 50 Fund on a coffee facility in 2008.

During the year all properties were revalued by the trustees to reflect their fair value. The properties were deemed to have a fair value based on current market rates of £724,000. The additional £647,570 generated from the revaluation will be held in restricted funds as an unrealised gain until any subsequent disposal, revaluation or impairment of the properties.



# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

### 16. Debtors

	2020	2019
	£	£
Prepayments and accrued income	—	21,107
Other debtors	40,173	44,197
	<u>40,173</u>	<u>65,304</u>

Other debtors contain loans to Abbey Hall totalling £27,517 (2019: £20,736)

### 17. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	9,170	4,830
Other creditors	44,038	45,373
	<u>53,208</u>	<u>50,203</u>

Other creditors contain the Parkhouse Loan with an outstanding balance for the year of £41,500 (2019: £41,500)

### 18. Pensions and other post-retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,028 (2019: £2,353).

### 19. Analysis of charitable funds

#### Unrestricted funds

	At 1 January 2020	Income	Expenditure	Transfers	At 31 December 2020
	£	£	£	£	£
General funds	<u>340,164</u>	<u>1,066,720</u>	<u>(356,148)</u>	<u>(12,381)</u>	<u>1,038,355</u>

	At 1 January 2019	Income	Expenditure	Transfers	At 31 December 2019
	£	£	£	£	£
General funds	<u>342,220</u>	<u>319,600</u>	<u>(323,775)</u>	<u>2,119</u>	<u>340,164</u>

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

### 19. Analysis of charitable funds *(continued)*

#### Restricted funds

	At 1 Jan 2020 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Dec 2020 £
Student Worker Fund	16,740	2,607	(24,681)	6,346	—	1,012
Parkhouse and Dingle Trusts	8,969	708	—	—	—	9,677
Revaluation reserve	—	—	—	—	647,570	647,570
Bell & Tower Fund	9,973	566	(198)	—	—	10,341
Mission Partnership Fund	1,570	44,650	(42,932)	—	—	3,288
Ministry Fund	907	1	(808)	—	—	100
House Party Fund	4,824	1,300	—	—	—	6,124
Sundry restricted fund	40	2	—	—	—	42
Funding from Resurgam appeal and Friends	—	103,516	(109,551)	6,035	—	—
	<u>43,023</u>	<u>153,350</u>	<u>(178,170)</u>	<u>12,381</u>	<u>647,570</u>	<u>678,154</u>

	At 1 Jan 2019 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Dec 2019 £
Art Project	2,369	—	(82)	(2,287)	—	—
Student Worker Fund	16,130	19,000	(19,589)	1,199	—	16,740
Parkhouse and Dingle Trusts	9,939	230	(1,200)	—	—	8,969
Revaluation reserve	—	—	—	—	—	—
Bell & Tower Fund	9,524	1,126	(677)	—	—	9,973
Mission Partnership Fund	2,381	45,784	(46,595)	—	—	1,570
Ministry Fund	10,894	13	(10,000)	—	—	907
Boiler appeal fund	1,031	—	—	(1,031)	—	—
House Party Fund	—	14,582	(9,758)	—	—	4,824
Sundry restricted fund	40	—	—	—	—	40
Funding from Resurgam appeal and Friends	—	3,225	(3,225)	—	—	—
Ministry Assistant Fund	4,101	—	(4,101)	—	—	—
	<u>56,409</u>	<u>83,960</u>	<u>(95,227)</u>	<u>(2,119)</u>	<u>—</u>	<u>43,023</u>

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2020

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#### 19. Analysis of charitable funds *(continued)*

The income from the Parkhouse and Dingle trusts is restricted in use to the provision of music related salaries and expenditure on music and the organ.

The Ministry Fund is used to pay the ministry assistant wages.

The Student Worker Fund will be used to pay the student worker.

The Mission Partnership Fund represents donations made for the purpose of the support of specified Christian charities and individuals involved in evangelical and relief work.

The Bell Restoration Fund represents funds raised for the purpose of repairing the church bells.

The House Party Fund represents funds raised for the purpose of enabling church members a yearly retreat.

The revaluation reserve has been generated through the revaluing of the properties at Glenhurst Road, Lipson Road and Lambhay Hill and will be held as an unrealised gain in restricted funds.

#### 20. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	82,252	647,571	729,823
Current assets	967,811	72,083	1,039,894
Creditors less than 1 year	(11,708)	(41,500)	(53,208)
<b>Net assets</b>	<b>1,038,355</b>	<b>678,154</b>	<b>1,716,509</b>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	85,163	1	85,164
Current assets	263,704	84,522	348,226
Creditors less than 1 year	(8,703)	(41,500)	(50,203)
<b>Net assets</b>	<b>340,164</b>	<b>43,023</b>	<b>383,187</b>

#### 21. Events after the reporting period

Although there are no specific known factors which could have an impact on the charity's financial statements it should be noted that as at the end of the financial year there was instability relating to the global health emergency in respect of Coronavirus.

Coronavirus initially affected China in the first few weeks of 2020. It has since spread to other countries and was declared an international public health emergency by the World Health Organisation at the end of January 2020. The UK introduced lockdown arrangements in March 2020 and again in November 2020, the UK government implemented travel restrictions and other guidance in an attempt to reduce the spread of the virus, which has impacted and continues to impact the UK economy significantly.

Whilst we do not feel that this developing situation will result in any adjustments to the financial statements either based upon the position at the year-end or due to events that have transpired since, it is worth noting that there is uncertainty in this area.

# Parochial Church Council of St Andrew's Plymouth

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

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### 22. Financial Instruments

The carrying amount for each category of financial instrument is as follows:

	2020 £	2019 £
<b>Financial assets that are debt instruments measured at amortised cost</b>		
Financial assets that are debt instruments measured at amortised cost	<u>56,173</u>	<u>44,197</u>
<b>Financial liabilities measured at amortised cost</b>		
Financial liabilities measured at amortised cost	<u>53,208</u>	<u>50,203</u>

### 23. Analysis of changes in net debt

	At 1 Jan 2020 £	Cash flows £	At 31 Dec 2020 £
Cash at bank and in hand	<u>282,922</u>	<u>716,799</u>	<u>999,721</u>

### 24. Related parties

There have been related party transactions during the year with The Friends of St Andrews. The PPC of St Andrews include two trustees who are also trustees for The Friends of St Andrews. There were funds received during the year totalling £124,623 which have been used as intended to help fund previous and existing restoration work to the Church. There are no outstanding funds at 31 December 2020.

# **Parochial Church Council of St Andrew's Plymouth**

## **Management Information**

**Year ended 31 December 2020**

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The following pages do not form part of the financial statements.

# Parochial Church Council of St Andrew's Plymouth

## Detailed Statement of Financial Activities

Year ended 31 December 2020

	2020 £	2019 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Gift Aided and Non-Gift Aided envelopes	209,192	213,473
Income Tax recoverable	49,281	53,135
Collections (open plate)	11,926	15,246
House Party income	1,300	14,582
Funding received from Resurgam 60 Appeal and Friends of St Andrew's	103,516	3,225
Flowers	25	152
Special services	—	483
Maintenance Box	1,037	3,446
Sundry donations	852	1,422
Books	406	1,395
Special events	20	1,890
Wine, bread, candles	1,504	2,957
Hospitality	1,389	13,394
FIT solar panels	3,793	5,834
Miscellaneous income	1,399	4,258
Student work donation	2,607	19,000
VAT recovered	22,060	—
Legacies	791,793	7,000
Parkhouse and Dingle Trusts	705	225
	<u>1,202,805</u>	<u>361,117</u>
<b>Charitable activities</b>		
Hire of Church and facilities	2,369	8,393
Weddings	2,644	8,271
Funerals	7,087	9,786
Chaplaincy fees- Plymouth College	3,000	3,000
Holiday Club	—	2,250
Snack and Chat	230	1,265
Youthwork	750	4,277
Magazine	323	1,249
Recitals	—	3,623
	<u>16,403</u>	<u>42,114</u>
<b>Investment income</b>		
Bank interest receivable	862	329
	<u>862</u>	<u>329</u>
<b>Total income</b>	<u><u>1,220,070</u></u>	<u><u>403,560</u></u>

# Parochial Church Council of St Andrew's Plymouth

## Detailed Statement of Financial Activities *(continued)*

Year ended 31 December 2020

	2020 £	2019 £
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Wages and salaries	130,923	113,500
Employer's NIC	2,344	789
Pension costs	3,028	2,353
Rent	9,950	10,000
Rates and water	1,357	1,567
Light and heat	6,216	4,542
Repairs and maintenance	162,054	14,730
Insurance	11,368	11,119
Other establishment	4,577	6,026
Other motor/travel costs	281	90
Legal and professional fees	7,160	2,946
Telephone	2,420	1,992
Other office costs	4,694	6,681
Depreciation	2,911	4,519
Other interest payable and similar charges	416	816
Mission Partnership	42,932	46,595
Cleaning and refuse removal	1,185	1,390
Subscriptions	308	1,150
Clergy expenses	40	1,306
Organ, Carillon and piano tuning and repairs	2,365	2,741
Holiday Club	—	2,467
Art Project	—	82
Youthwork	1,625	4,506
House Party expenses	—	9,758
Communion bread and wine	472	4,910
Special events	927	2,255
Hospitality costs	318	4,318
Special services	262	2,100
Flowers	528	1,385
Soup run	—	555
Other	2,934	1,264
Weddings	2,043	4,471
Funerals	3,346	5,248
Diocesan quota	121,439	132,320
Training and courses	223	3,564
Books and leaflets	2,682	3,936
Advertising	990	1,011
	<u>534,318</u>	<u>419,002</u>
<b>Total expenditure</b>	<u>534,318</u>	<u>419,002</u>
<b>Net income/(expenditure)</b>	<u>685,752</u>	<u>(15,442)</u>