



Woodham Parochial Church Council

Trustees Annual Report **And** **Financial Statements**

For the year ended
31st December 2020

Charity Number 1136433

Contents

<u>Pages</u>	<u>Description</u>
3	Aims and Purposes Objectives and Activities
4 to 20	Achievements & Performance Including: <i>Incumbents Review (Page 4)</i> <i>Churchwarden Review (Pages 5 – 12)</i> <i>Fabric Review (Pages 13- 14)</i> <i>Deanery Synod Review (Page 15)</i> <i>Parish Hall Review (Pages 16 – 17)</i> <i>Safeguarding Review (Page 18)</i> <i>Choir Review (Page 19)</i> <i>Flowers Review (Page 20)</i>
21 to 22	Financial Review
23	Reserves Policy Structure, Governance and Management
24	Administrative Information
25 to 26	Independent Examiner's Statement
27	Statement of Financial Activities
28	Balance Sheet
29 to 44	Notes to the Financial Statements Including: <i>Accounting Standards and Policies (pages 29 to 31)</i> <i>Incoming Resources (pages 32 to 34)</i> <i>Resources Used (pages 35 to 37)</i> <i>Exceptional Costs, Employee Emoluments & Related Parties (page 38)</i> <i>Fixed Assets (pages 39 to 41)</i> <i>Current Assets (page 42)</i> <i>Current Liabilities (page 43)</i> <i>Funds (page 44)</i>

Aims and Purposes

Woodham Parochial Church Council (hereinafter PCC) has the responsibility of cooperating with the incumbent, the Reverend Father Iain Forbes, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Parish Hall at the rear of the premises at 564 Woodham Lane.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at All Saints. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish and also outside organisations that hire out our facilities. Our pattern of services and worship put faith into practice through sacrament, prayer, scripture and music.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Sacrament, prayer and scripture developing individuals knowledge and trust in Jesus
- Provision of pastoral care for people living within the parish along with the community who live outside the parish
- Missionary and outreach work

To facilitate this work it is important that we maintain the fabric of the Church of All Saints and the Parish Hall.

Achievements and Performance

Incumbent's Review



Dear all

I can't imagine that we will easily forget 2020. It has been a strange and difficult experience for the church in Woodham, as it has throughout the world. We have learned how to be the people of God through adapting how we communicate with each other, and the wider community, and it has given us pause to reconsider how we continue to have a distinctive identity expressed through the worship we offer, and how we show our love for each other through prayer.

I believe these to be vital lessons which will lead us in how we develop as a church; and give thanks to God continually for the Grace he has poured out upon us, and the growth in prayer afforded by adversity.

We owe a debt of gratitude to all those who have given of their substance, their time, their ingenuity and determination, to keep the rumour of God alive among us, and to offer it to the world with profligate generosity – May God bless you all!

Fr Iain

Churchwarden Review

Adrian Vincent was Churchwarden until September 2020 when he stood down at the APCM and Dave Evans was elected. Ideally every church should have two churchwardens, so there is a vacancy to assist Dave. Anyone who feels a specific urge please speak to Dave who i am sure will welcome your assistance.

Milestones regarding the building were as follows:

Month	Work Carried Out	Value
January	Removing dead wood of 4 tress overhanging the car park. Felling one dead tree beside the card and another dead tree beside the Hall.	£1,704
March	Removing another dead tree by the car park	£264
Summer	Hall Toilets and Windows refurbishment. The work included moving and installing new walls to go from three toilets to five unisex toilets with disabled access, double glazing, tiling, flooring and electric radiators. Once the COVID-19 restrictions are lifted we expect these new facilities to make the Hall more attractive to potential hirers and more pleasant for our current hirers.	
The PCC and churchwardens would like to extend their thanks to:		
<ul style="list-style-type: none">• Nick Hunt who gave his time for free in producing the floor plans and specification• David Cope and his team from Coopers Design and Building Limited who did the work		
<ul style="list-style-type: none">• Our funders: Grants Received from:		
	○ All Churches Trust Ltd	£1,800
	○ Rank Foundation Pebble Grants	£1,250
	○ Sport England Community Asset Fund	£20,000

- Surrey County Council Community Allocation Ben Carasco **£1,550**
- Woking Borough Council Community Grant **£22,694**

Before:





After:





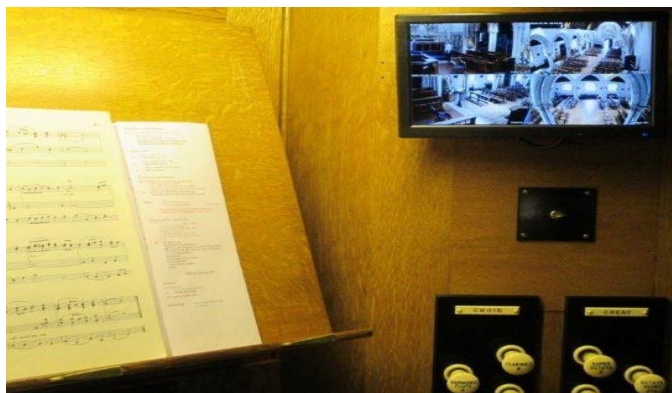
In addition, funding was provided by the Friends of Woodham and Hall users including at a Quiz Night. The most extraordinary fundraising was by Brian Dossett, our former Hall manager, who still hires the hall for his Martial Arts All Styles who in August 2019 completed a charity boxing match to raise funds for the hall. Brian has broken his ankle before the fight, but this did not stop him, aged 80, fighting an opponent 40 years his junior, and achieving a draw!

July

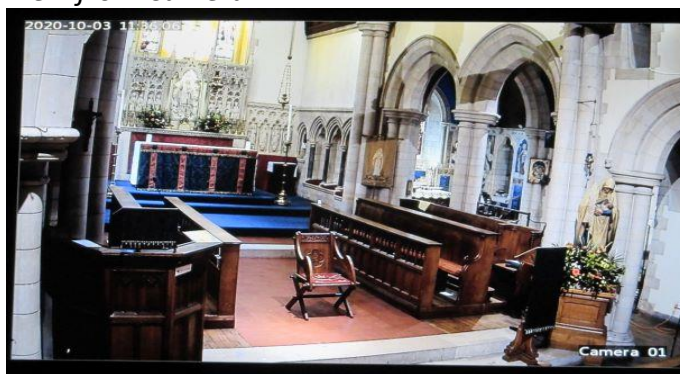
Four new cameras were install in the church with a console on the organ, so that the organist can now see where people are in the church and know when to start playing. This was very kindly funded by a private donor.

£1,650

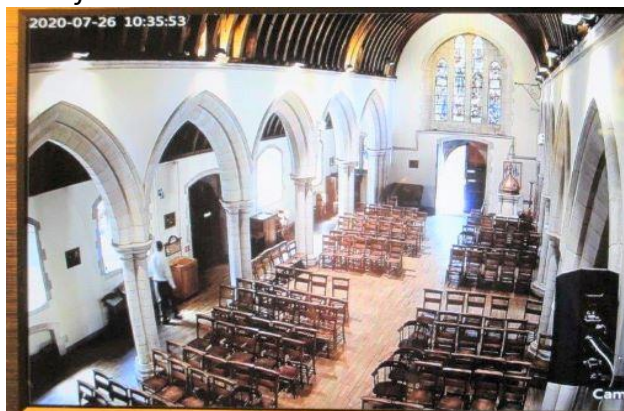
Screen On The Organ



View from Camera 1



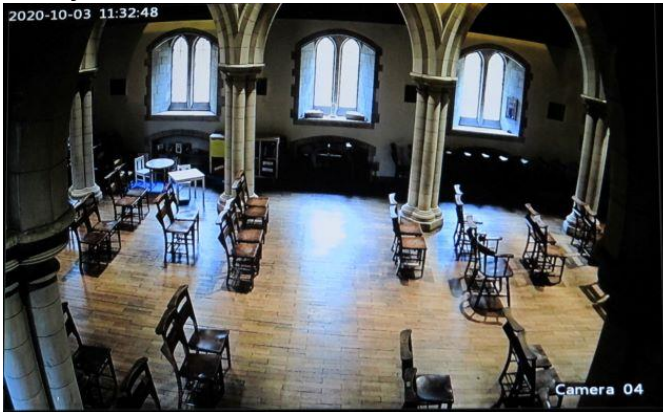
View from Camera 2



View from Camera 3



View from Camera 4



September	An asbestos survey of the church and hall were carried out.	752
r	Annual servicing of the church and hall boilers and heaters	824
	Subsequent repair of church and hall boilers	304

The usual annual maintenance tasks were also carried out by contractors: servicing the heating systems, servicing the fire extinguishers, testing the lightning conductor and the font cover winch.

Garden of Remembrance

We continue to be grateful to all those who have helped with gardening in the church grounds. In particular Yvonne Woolven who has done a great deal in

and around the Garden of Remembrance. Yvonne may soon be moving to another part of the country and we wish to record our thanks to her.

In January the PCC carried out a consultation regarding memorials in the Garden of Remembrance. The Archdeacon had made clear that although the church had a faculty for the interment of ashes in the Garden of Remembrance, there was no permission from the Diocesan Chancellor for memorial markers. In July the PCC issued its response to the consultation, which included:

“The PCC has decided: That the current memorials and/or markers are to be removed, and any new ones that appear are also to be removed. The relatives of those who these memorials relate to were therefore invited to remove them. Any that have not been removed by the end of the year will be placed by the churchwarden into storage.”

Most memorial markers were subsequently removed by the relatives, and those that remained, at the end of 2020 Adrian Vincent placed them in storage under the altar.

“The PCC has decided: To consult the Archdeacon and Diocesan Advisory Committee on options for applying for a faculty for the introduction of memorials in the Garden of Remembrance. Such memorials to be of a consistent design and to be in a single place. The size of each memorial marker to be small enough to allow all relatives, past, present and future, who want a memorial, to have one. The faculty process includes a period of consultation, so, once a design is drafted there will be the opportunity for anyone who wants to comment on the design to do so. The cost to be self-funding, paid for by those who wish to have a memorial.”

At the September 2020 PCC, the PCC considered four options for memorials and narrowed it down to two preferences. Quotes were subsequently sought but have not yet been received. At the end of the year, the remaining memorial markers that had not been collected were placed in storage under the altar.

COVID has been our biggest challenge during the last year. Constant changing regulation and conditions of what you are permitted and not permitted to undertake.

March to July

The Church of England closed church buildings to general public during March and some very swift decisions had to be made on how we could keep offering services to our regular congregation and others who may require our services in one form or another. We started off very simply by using a mobile phone to stream our services via our Facebook page.

During this period we attempted to use different equipment and methods to deliver our regular Sunday Mass. During the first lockdown a small group provided Morning and Evening Prayer twice per week and Compline/Night Prayer on a Wednesday Evening.

There have been many issues throughout the year which have caused us some issues. Stability of internet, Sound System, Video Quality to name a few. We currently use a DLSR Camera, Laptop and Tablets to control everything on a Sunday. It is not an easy system but has held us together. Unfortunately this is not a long term situation and will need addressing as we will continue to offer our services live or recorded on our Facebook page and ultimately our YouTube channel.

August to December

Following news that we could reopen the church for private prayer we completed risk assessments and changed the layout with the main nave of the building to allow individuals to come along for private prayer two or three times a week. Once we

could formally reopen buildings for public worship we decided that we would for the period of August conduct our masses within the courtyard. These proved really popular and well attended.

As we progressed through the remaining months of the year until November when we had to close for public worship and everything went back online but with vicar and serving being able to be present all be it socially distanced. Unfortunately due to COVID-19 we had to really cut back on what we normally do for Christmas, although I do believe everything that we did manage given the regulations was well received.

Social Media

Facebook	209 registered follows (2019 : 175)
Average Page Reach	750 people are targets weekly
Average Weekly Viewing	100

Adrian Vincent & Dave Evans

Fabric Review

The APCM of September 2020 has a detailed report of the condition of the difference parts of the building, and there is little to add. In summary, the Church building is generally in good condition with the exception of the following:

	Description	Value
Access to the Bell Tower	The current ladder access system from the sacristy roof valley up to the bell tower hatch has been condemned unsafe. A plan from Joh Taylor & Co has been approved by the PCC, and the company are going to take precise measurements and provide a quote, from which a faculty can be applied for. Access to the Bell Tower will then enable work to the bell to be undertaken as per the quote of March 2019 from Nicholson Engineering, referred to in the report of the APCM in September 2020.	
Stonework and Mortar	The repair work recommended by the Quinquennial Inspection for which an Archdeacon's permission was received to undertake the work by Anstey and Stone. This has yet to be completed and is expected that will be done before the end of 2021	£8,358 + VAT
Sacristy	There are several wood blocks in the floor in the Sacristy are loose where the bitumen that they sit on, no longer holds them in place. They have been covered with duct tape to reduce the trip hazard and quotation needs to be sought for this work.	
Heating	As reported in the previous report, the heating system is past the best performance	

and the need for major maintenance is going to be required. However we have managed to get through December without the system breaking down.

Lighting

The lights within the church building are working well, through the Nave halogen lights should be replaced by LED's in due course

Organ

The organ remains in need of major restoration.

Adrian Vincent & Dave Evans

Deanery Synod Review

All Saints has two elected PCC places that come with membership of the Woking Deanery Synod - Phil Thomas (elected September 2020) and Adrian Vincent. The incumbent is automatically a member. The Synod met **3** times during 2020.

At the February meeting the Revd. Beverley Hunt spoke about ordained leadership of Black, Asian and Minority Ethnic groups within the Church of England. She said we should be proactive in identifying people who might be suitable for a leadership role, encourage them and offer mentoring.

At the June meeting, each church was invited to highlight two joys and two challenges from the lockdown. The contribution of All Saints was:

"Two joys from the lockdown: Many of our church community have been brought closer together; we have made more of a conscious effort to phone people along with creating a social zoom quiz on a Friday evening. This has also given people more time for inner reflection. Those who live in different parts of the country have been attending services via social media, this has led to the breadth of the congregation increasing."

"Two challenges from the lockdown: Those unable or unwilling to join our services online have gone to margins of our congregation. Being unable to be physically present in church to receive the sacraments, to have the organ playing and to smell the incense is a loss - particularly for a 'High Church' like All Saints.

Also at that meeting, the Revd. Gillane Holland gave a presentation on opportunities for mission on the Sheerwater Estate and encouraged all churches in the Deanery to consider how they can support St Michael's with prayer, people and finance.

At the October meeting, the Revd. Laurence Gamlen spoke about being a Hospital Chaplain and the Revd. Nigel Kinsella spoke about being an Army Chaplain.

Parish Hall Review

The start of the year began with the hall being well used both during the week and at weekends.

At the end of January we held a Parish Quiz Night, with the two fold aim of bringing together all the users of the hall and parish and to also act as a fundraiser towards the refurbishment of the hall toilets. This proved to be a huge success, well attended and raising approximately **£600**.

Unfortunately, circumstances changed radically during March as the seriousness of the COVID-19 virus became more apparent. From 23rd March the government put the nation in a full lockdown, the meant that the hall was closed to all users until further notice.

However, as lockdown eased slightly after a few months, we were able to arrange for the work to the hall toilets to be undertaken over the summer and this work was completed in September. The results are really excellent and the toilet facilities are now so much better and this will be a great asset when hiring out the hall in the future.

In order for us to reopen the hall for users, a considerable amount of new conditions and paperwork including risk assessments, hand sanitizer stations and signage had to be arranged, in order to make the premises COVID secure. This was completed by September and the hall reopened to our regular users in mid September.

Usage by regular users has at times been back up to about a third of what we would normally expect. Unfortunately some users have still not been able to resume the activities e.g. Rock Choir and the Friary Band.

We did however gain one new regular user on a Monday afternoon. This is a children's dance school which was unable to return to their former home, due to COVID restrictions. They are extremely happy at Woodham and are now intending to make this their permanent home.

November saw a second national lockdown and once again the hall shut for all user.

However, we were approached by a TV location company on behalf of ITV in regards to using our hall to film the ITV Christmas Ident as filming activity was allowed under COVID restrictions. Terms were agreed and filming took place for three days in mid-November. Our hall was transformed into a barracks for Santa's elves, complete with fake snow and fairy lights - it did look quite magical. We are hopeful that this may now lead on to us being approached again in the future as a possible filming location.

During the second national lockdown, we were also given notice by our current cleaning company that they were unable to continue to clean both the hall and parish room. Three local cleaning companies were approached to quote for the new contract. Subsequently a new contract was signed at the beginning of December with Oracle Cleaning. The new service is going well.

Neil Thornton (Papillon Cakes) did however resume use of the hall kitchen facilities towards the end of November and into December, to fulfil his Christmas orders.

In summary, although revenue from the hall has been severely impacted this year due to COVID, we were fortunate to be able to use this opportunity whilst the hall was unable to be used to carry out the toilet refurbishment. The hall would have needed to close for the period of time that the building works were undertaken. We were also fortunate to have the ITV contract in lockdown (again in a period when the hall was closed to regular hirers). This has helped to recoup some the short fall in revenue.

Tracy Woodward

Safeguarding Review

In June 2020, the PCC invited Jane Huttly (Diocesan Safeguarding Adviser) to join the meeting via Zoom of the newly elected PCC in order to refresh our safeguarding responsibilities.

The welfare of all at church has been particularly highlighted this year as a result of the Covid pandemic. The diocese issues regular and frequent guidelines re church services and their implementation. Our faithful Parish Team and their helpers have ensured that we are kept up to speed regarding this which has meant we can continue to worship legally and safely. We should be very grateful to them all.

The DBS checks of all who require them are up to date. PCC members are required to complete an online basic safeguarding course and all members have done so. Other members of the safeguarding team are required to do additional training but, because of the pandemic and changes in the diocesan team, this training is on hold at the moment.

Risk assessment is an important part of safeguarding and is included in our Covid precautions. It is an essential requirement of all hirers and users of the hall and church, and a requirement to be undertaken by the church when it holds an additional event. Again, the lockdown owing to Covid has meant that we are unable to hold events at the present time.

The church has a lone worker policy and anyone who spends time in the church alone should familiarise themselves with this. A copy can be obtained from the office.

Safeguarding is the responsibility of the PCC. However it is up to all members of the congregation to be vigilant and report any causes for concern to the incumbent or Safeguarding Officer. The diocese suggests that it is a good idea for members of the congregation to familiarise themselves with the basics of safeguarding, and two copies of the Parish Safeguarding Handbook are available in the parish office for anyone to consult. Also the safeguarding policy of the diocese, and how it should be put into action, is available for all to access on line.

Janet Cummins

Choir Review

As with all other aspects of life at All Saints and in rest of society, the Covid pandemic has caused us to modify our former patterns and to re-evaluate the “why and how” of what we do.

Until mid-March the choir faithfully led the music at Sunday masses and was preparing to present Theodore Dubois’ Seven Last Word of Christ, which then had to be cancelled. Briefly in the autumn when we were allowed, a few of the choristers attempted the almost impossible feat of socially distanced choral singing.

The rest of the year by thinking laterally we have continued to enrich our worship with music, more often live or pre-recorded by our “inhouse” musicians, but sometimes downloaded.

As a team we are determined to keep our important choral tradition alive and just as strong when the pandemic is over, as a distinctive gift offered first to God and then to the wider community. Janet Cummins and Dave Evans have presented solos and Anna Loveday and Sarah Jones have frequently offered solo and duet anthems. We are grateful to them and to Dave for his technological work to do this.

Pianist David Perkins and violinists Nicola and Hannah Garty have likewise made significant musical contributions. As fewer and fewer churches are inclined or able to use music this way, we are exceptionally fortunate to have musicians and congregational support for this and look forward to resuming choir.

The current choir members are:

Janet Cummins, Dave Evans, David Griffin, Sarah Jones, Anna Loveday, Teresa Macintyre, Alex MacPhee, Jennie Shand Higgins, Sandy Smith, Phil Thomas, Ian Wickens

Rick Erickson

Flower Review

As a result of Covid, availability of both flower arrangers and flowers has been affected during this last year.

During the first lockdown, regular flower arranging was curtailed. However, as lockdown lessened, more access to the church was allowed and flower arranging for more major festivals resumed.

The Flower Team, (only two of us, at present), did its best to keep providing blooms but some imports of specifically coloured flowers for certain festivals were sometimes limited due to Covid.

Many florists were closed during parts of the pandemic.

This Christmas, we were unable to produce our usual fresh scarlet carnations. However, Nature endowed us with a great variety of seasonal greenery and berries and we added the odd artificial extra.

Anyone who has an interest or flair for helping to decorate our beautiful church would be welcome to join us in the reflection of the Glory of God through flowers.

Jennie Shand Higgins

Financial Review

Incoming Resources

The financial situation of the parish is in a stable condition however further we are having to behave more and more like a business in many ways. We will have to look carefully about activities which can generate income.

Total incoming resources were **£156,824** of which **£46,526** were restricted as follows:

Project	Value (£)
Parish Hall Toilet Refurbishment	45,642
York House	644
St Michael's Sheerwater	240

Our main source of income outside of monthly giving and donations is from the Parish Hall. Unfortunately due to the restrictions put in place by the government during the COVID-19 pandemic we have been unable to hire the space to potential users for approximately 8 months of the last year. Year on year our income from the parish hall is down by **70%**. We were however approached by a production company for ITV to use the hall for filming of the ITV Christmas Ident, this recouped some of the loss of not hiring.

Giving has also taken a financial downturn during the year in terms of general collections. This can be attributed once again to the COVID-19 pandemic, which has meant that we have had to reduce capacity currently and also when we had to fully close the building during the first and second lockdowns. We were grateful during the year to also be benefactors of several legacies from the estates of Mary Gatehouse, Jean Brown and Father Andrew Woodhouse.

For reference purposes any hall deposits, statutory fees or other fees payable to diocese, organist, vergers or incumbents are not classed as income, they are held on the balance sheet as a liability to be paid out from the PCC bank accounts.

Outgoing Resources

In terms of expenditure our largest generally is Parish Share to the Diocese. As these are an operational expenses and not a legal liability on the PCC, these are shown in the financial statements as the full fee for the current year. Any unpaid parish share is then held on the balance sheet showing as a potential liability. Parish Share is paid on a monthly basis currently at £2,000 per month, with additional payments being made as and when we have an excess that can be paid to the diocese.

The total cost of the year of 2020 was **£71,598** of which around 50% has currently been paid to the diocese and the remaining held in the total creditor figure of **£81,034** which is broken down below. There are also some small creditors which were unpaid at the end of the financial year.

Year	Value (£)
2017	9,572
2018	24,072
2019	17,292
2020	30,098

All other operational costs have significantly reduced as would be expected due to COVID-19 pandemic. With the exception of Mujsic & Worship where spending has increased. However, **£2,742** of this is covered by a legacy from Fr Andrew Woodhouse for a new Nativity Set, also we had a new visual system fitted to the organ which has also been covered by a anonymous donor. The other main exception being investment in improved IT equipment for office and to enable streaming of services from the church. This is still something which is being improved on a rolling basis as and when we find something needs improving.

Dave Evans

Reserves Policy

The continued challenges to parish finances has meant that the PCC has been unable to maintain a level of reserves for several years. However the PCC has decided that we should be concentrating on the building, fabric and major projects which needs undertaking to secure the future of the church for future generations to come, with this understanding the PCC Treasurer will always maintain a minimum working capital of **£25,000** in order to cover unexpected issues.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the incumbent, churchwarden/s, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC. The full PCC met **6** times during the year with an average level of attendance of **10**.

Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, mission and outreach and fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

Administrative Information

All Saints Church is situated on Woodham Lane, Woking near to the 6 Ways roundabout. It is part of the Diocese of Guildford within the Church of England. The correspondence address is:

**The Parish Office
All Saints Church
564 Woodham Lane
Woking
Surrey
GU21 5SH**

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently excepted from registration with the Charity Commission. PCC members who have served at any time from 1st January 2020 until the date on this report are as follows:

Ex-Officio Members:

- **Incumbent (Chair):** The Reverend Father Iain William Forbes
- **Licenced Lay Reader:** Mrs Carol Gasson
- **Churchwarden (Vice Chair):** Mr Adrian Vincent (to APCM 2020)
Mr Dave Evans (from APCM 2020)
- **PCC Secretary:** Mr Peter Bree (to APCM 2020)
Mrs Tracy Woodward (from APCM 2020)
- **PCC Treasurer:** Ms Katherine Horrell (to March 2020)
Mr Dave Evans (from March 2020)

Elected Members

- **Deanery Synod Representative:** Mr Philip Thomas (from APCM 2020)
Mr Adrian Vincent
- **PCC Member:** Mr Kevin Lawrance (from APCM 2020)
- **PCC Member:** Mrs Shirley Price
- **PCC Member:** Ms Jennie Shand Higgins
- **PCC Member:** Mrs Janet Cummins (to June 2020)
- **PCC Member:** Mr Rupert Wilmouth

Independent Examiner's Report On The Accounts

Report to the trustees and members of:

Woodham Parochial Church Council

On the accounts for the year ended:

31st December 2020

Charity No:

1136433

I report to the trustees on my examination of the accounts of the PCC of the Church of All Saints, Woodham ("the Trust") for the year ended 31st December 2020, which are set out in pages **27** to **44**

Responsibilities and Basis of Report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

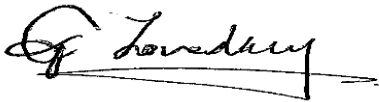
Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read 'G. Loveday', with a horizontal line drawn underneath it.

Signed:

Date: 09/05/2021

Name: Gavin Loveday, FCCA

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Statement of Financial Activities For the year ending **31st December 2020**

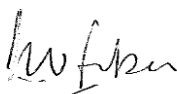
	<u>Note</u>	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>Incoming Resources</u>						
Incoming Resources from Donors	2.1	91,389	240	91,629	88,254	3,375
Activities in furtherance of the Council's Aims and Objectives	2.2	675	644	1,319	1,823	(504)
Activities Generating Funds	2.3	1,618	0	1,618	1,969	(351)
Parish Hall Income	2.4	17,490	45,642	63,132	31,870	31,262
Other Incoming Resources	2.5	998	0	998	5,186	4,188
Total Income Resources		112,169	46,526	158,695	129,102	29,593
<u>Resources Used</u>						
Expenditure in furtherance of the Council's Aims and Objectives	3.1	(89,855)	0	(89,855)	(107,306)	17,451
Support Costs	3.2	(18,003)	0	(18,003)	(17,946)	(57)
Grants and Donations	3.3	0	(644)	(644)	0	(644)
Governance Costs	3.4	0	0	0	0	0
Parish Hall Expenditure	3.5	(3,236)	(48,181)	(51,417)	(10,938)	(40,479)
Total Resources Used		(111,094)	(48,825)	(159,919)	(136,190)	(23,729)
Net Incoming/(Outgoing) Resources		1,075	(2,299)	(1,224)	(7,088)	5,864
Exceptional Item/s	4	0	0	0	0	0
Funds Carried Forward (Pre Revaluation)		17,860	7,906	25,766	32,854	(7,088)
Revaluations		0	0	0	75,000	(75,000)
Total Funds Carried Forward		18,935	5,607	24,542	100,766	(76,224)

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Balance Sheet As at 31st December 2020

	<u>Note</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>Fixed Assets</u>				
Land & Buildings at St Michael's, Dartmouth Avenue	5.0A-01	75,000	75,000	0
Land and Buildings at 288 Albert Drive	5.0A-02	64,598	64,598	0
Parish Hall at Woodham Lane	5.0A-03	0	0	0
Total Fixed Assets		139,598	139,598	0
<u>Current Assets</u>				
Receivables	6.1	13,939	13,663	276
Cash In Hand and Bank	6.2	34,362	23,711	10,651
Total Current Assets		48,301	37,374	10,928
<u>Liabilities</u>				
Operational Creditors	7.1	(83,580)	(66,936)	(16,644)
Other Short Term Creditors	7.2	(4,775)	(9,268)	4,493
Total Liabilities		(88,355)	(76,204)	(12,151)
Net Assets less Liabilities		99,544	100,768	(1,224)
<u>Funds Represented</u>				
General Fund	8	18,937	17,862	1,075
Restricted Funds		5,607	7,906	(2,299)
Designated Funds		75,000	75,000	0
Total Fund Of The PCC		99,544	100,768	(1,224)

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

Signature: 

Name: Reverend Father Iain William Forbes
(Incumbent)

Date: 12/05/2021

Signature: 

Name: Mr David Evans
(Churchwarden)

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Notes to the Financial Statements
For the year ending **31st December 2020**

Church Accounting Regulations would usually require financial statements to be prepared for The Parish of Woodham Parochial Church Council on a consolidated basis to include St Michael's Church, Sheerwater which is itself shared with the Methodist Church. St Michael's accounts are not subject to examination. During the period of the Bishop's Mission Order for Sheerwater, the PCC is not responsible for the finances of St Michael's, therefore this report relates strictly to the financial affairs of All Saint's Church, Woodham alone and has been reviewed by an independent examiner.

1. Accounting Standard and Policies

The financial statements have been prepared in accordance with the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102); The Charities Commission Statement of Recommended Practice applicable to charities (effective 1st January 2015); and the Church Accounting Regulations 2006. The financial statements have been prepared on an accruals basis (meaning all expenses are included even if not paid).

1A. Funds

General Funds - this represents the funds of the PCC that are not subject to any restrictions regarding their use and are available in a general purpose of the PCC.

Restricted Funds - this represents those funds received for a specific purpose or invited by the PCC for a specific purpose and must be spent on that purpose.

Designated Funds - this represents the funds of the PCC which have been designated for a specific purposes, although these remain as unrestricted and can be drawn back to general funds following decision made by the PCC

Details of these funds and their restrictions are set out later in this report.

1B. Incoming Resources

Voluntary Income and Capital Sources

- Collections are recognised when received by or on behalf of the PCC;
- Planned Giving receivable under Gift Aid is recognised only when it is received;
- Tax recoverable on Gift Aid donations is recognised when the donation is recognised.

Other Income

- Rental Income from parish hall lettings is recognised at the point of hire;
- Funds raised through events and sales etc are counted gross.

Investment Income Gains and Losses

- Dividends and interest entitlements are accounted for when due and payable;
- Realised gains and losses are recognised when investments are sold;
- Unrealised gains and losses on investments are evaluated on 31st December, annually.

Grants and Legacies

- Grant and legacies to the PCC are recognised once the PCC has evidence of entitlement and once the amount can be measured with reasonable certainty.

1C. Resources Used

Cost of Generating Funds

- The cost of generating funds are those costs incurred in attracting voluntary income including the running of the Parish Hall

Expenditure in furtherance of the Council's Aims and Objectives

- Activities directly related to the work of the church including the Diocesan Parish Share payable to the Diocese, clergy cost and church running costs. Any parish share payable to the diocese which is unpaid as at the 31st

December, is provided for in these financial statements as an operational though not a legal liability and is shown as a creditor in the balance sheet.

Support Costs

- Support Costs include the cost of the Parish Administrator

1D. Assets

Fixed Assets

- Capitalised functional assets will be depreciated at annual rates which spread the cost evenly over the useful life of the asset.

1E. Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

2. Income Notes on Incoming Resources For the year ending **31st December 2020**

2.1 Incoming Resources from Donors

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>Planned Giving</u>					
Tax Efficient Giving	39,105	0	39,105	54,683	(15,578)
Other Planned Giving	7,440	0	7,440	7,032	408
St Michael's Sheerwater	0	240	240	0	240
Gift Aid Recoverable	12,741	0	12,741	13,663	(922)
Sub-Total Planned Giving	59,286	240	59,526	75,378	(15,852)
<u>Collections</u>					
Plate Collections	2,249	0	2,249	7,846	(5,597)
Sum-Up Receipts	165	0	165	0	165
"Friends" Donation	0	0	0	4,616	4,616
General Donations Received	3,738	0	3,738	414	3,324
Sub-Total Collections	6,153	0	6,153	12,876	(6,723)
<u>Legacies</u>					
Legacies Received	25,950	0	25,950	0	25,950
Sub-Total Legacies	25,950	0	25,950	0	25,950
Total Incoming Resources from Donors	91,389	240	91,629	88,254	3,375

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

2. Income Notes on Incoming Resources For the year ending **31st December 2020**

2.2 *Activities in Furtherance of the Council's Aims and Objectives*

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>Statutory Fees</u>					
Weddings	0	0	0	67	(67)
Funerals	675	0	675	1,756	(1,081)
Baptisms	0	0	0	0	0
Sub-Total Statutory Fees	675	0	675	1,823	(1,148)
<u>Mission Giving</u>					
General Mission Fund	0	0	0	0	0
York Road Project	0	644	644	0	644
Sub-Total Mission Giving	0	644	644	0	644
Total Activities in Furtherance of the Council's Aims & Objectives	675	644	1,319	1,823	(504)

2.3 *Activities Generating Funds*

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Christmas Fundraising	65	0	65	290	(225)
Concerts & Recitals	1,106	0	1,106	240	866
Coffee Money	131	0	131	775	(644)
Parish Lunches	269	0	269	0	269
Book & Publications	10	0	10	111	(101)
Other Fundraising	37	0	37	553	(516)
Total Activities Generating Funds	1,618	0	1,618	1,969	(351)

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

2. Income Notes on Incoming Resources For the year ending **31st December 2020**

2.4 Parish Hall Income

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Letting Income	17,490	0	17,490	27,320	(9,831)
Major Project Income	0	45,642	45,642	0	45,642
Fundraising Parish Hall	0	0	0	4,550	(4,550)
Total Parish Hall Income	17,490	45,642	63,132	31,870	31,262

2.5 Other Incoming Resources

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Insurance Claims	0	0	0	0	0
Other Income	340	0	340	1	339
Major Project	0	0	0	0	0
VAT Refunds	658	0	658	5,185	(4,527)
Total Other Incoming Resources	998	0	998	5,186	(4,188)

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

3. Expenditure Notes on Resources Used For the year ending **31st December 2020**

3.1 *Expenditure in Furtherance of the Council's Aims & Objectives*

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
<u>Regular Expenditure</u>					
Diocesan Parish Share	(71,598)	0	(71,598)	(67,292)	(4,306)
Diocesan Statutory Fees	0	0	0	(1,182)	1,182
Visiting Clergy	0	0	0	(1,817)	1,817
Vicarage Expenses	(468)	0	(468)	(642)	(642)
Church Utilities (Electricity, Gas & Water)	(2,627)	0	(2,627)	(4,944)	2,317
Church Insurance	(3,673)	0	(3,673)	(3,786)	113
Church Maintenance	(3,026)	0	(3,026)	(4,281)	1,255
Church Grounds Maintenance	(951)	0	(951)	(3,853)	2,902
Music & Worship	(7,512)	0	(7,512)	(3,677)	(3,835)
Sub-Total Regular Expenditure	(89,855)	0	(89,855)	(91,474)	1,619
<u>Major Expenditure</u>					
Church Electrical Work	0	0	0	(5,212)	(5,212)
Church Roof Works	0	0	0	(2,456)	(2,456)
Church Quinquennial	0	0	0	(2,340)	(2,340)
Organ Maintenance	0	0	0	(5,824)	(5,824)
Sub-Total Major Expenditure	0	0	0	(15,832)	15,832
Total Expenditure in Furtherance of the Council's Aims and Objectives	(89,855)	0	(89,855)	(107,306)	17,451

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

3. Expenditure Notes on Resources Used For the year ending 31st December 2020

3.2 Support Costs

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Organist's Stipend	(7,200)	0	(7,200)	(6,820)	(380)
Parish Administrator	(4,107)	0	(4,107)	(4,776)	669
Wages & Associated Costs					
Telephone & Broadband	(803)	0	(803)	(809)	6
Photocopier	(1,200)	0	(1,200)	(3,799)	2,599
Stationary & Office Supplies	(209)	0	(209)	(661)	452
IT Costs	(1,615)	0	(1,615)	(247)	(1,368)
Accounting Services	0	0	0	(5)	5
Church Cleaning	(1,123)	0	(1,123)	0	(1,123)
Hospitality	(324)	0	(324)	(522)	198
Sundry Expenses	(1,421)	0	(1,421)	(307)	(1,114)
Total Support Costs	(18,003)	0	(18,003)	(17,946)	(57)

3.3 Grants and Donations

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
General Mission Fund	0	0	0	0	0
York Road Project	0	(644)	(644)	0	(644)
Donations					
Total Grants and Donations	0	(644)	(644)	0	(644)

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

3. Expenditure Notes on Resources Used For the year ending **31st December 2020**

3.4 Governance Costs

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Independent Examiner's Remuneration	0	0	0	0	0
Total Governance Costs	0	0	0	0	0

3.5 Parish Hall Expenditure

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Utilities (Electricity, Gas & Water)	(1,836)	0	(1,836)	(1,466)	(370)
Waste Collections	(260)	0	(260)	(821)	561
Cleaning	(1,428)	0	(1,428)	(3,863)	2,435
Pest Control	(456)	0	(456)	(1,008)	552
Insurance	(1,921)	0	(1,921)	(1,733)	(188)
General Maintenance	3,319	0	3,319	(1,545)	4,864
Sundry Expenses	(653)	0	(653)	0	(653)
Major Repairs	0	0	0	(502)	502
Major Projects	0	(48,181)	(48,181)	0	(48,181)
Sub-Total Parish Hall Expenditure	(3,236)	(48,181)	(51,417)	(10,938)	(40,479)
Total Parish Hall Expenditure	(3,236)	(48,181)	(51,417)	(10,938)	(40,479)

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

4. Exceptional Costs Notes on Resources Used For the year ending **31st December 2020**

4.0 Exceptional Cost's

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Exceptional Items	0	0	0	0	0
Total Exceptional Costs	0	0	0	0	0

Employee Emoluments

The PCC continued to engage the services of an organist and parish administrator during the year. We are currently in the process of evaluating the parish administrators responsibilities in order that we can centralise a lot of the tasks from around the church. This will aid us in working smarter and more efficiently to complete tasks.

Total emoluments & payroll costs for the year amount to **£4,107 (2019: £4,776)**

Related Party Transactions

The PCC appointed the Parish Administrator as PCC Secretary during the year. This will remain the case going forward in that the Parish Administrator will always act as secretary to the PCC. No remuneration or reimbursement of personal expenses during the year.

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

5. Fixed Assets Notes on Resources Used For the year ending **31st December 2020**

5.0A-01 *Sheerwater Churches Limited*

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Land & Buildings at St Michael's Dartmouth Avenue	75,000	0	75,000	75,000	0
Total St Michaels's	75,000	0	75,000	75,000	0

The PCC entered into an agreement with the local Methodist Circuit to pool resources and build a new church on Sheerwater. They formed a limited company, Sheerwater Churches Ltd, each holding a 50% stake.

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

5. Fixed Assets Notes on Resources Used For the year ending **31st December 2020**

5.0A-02 288 Albert Drive, Sheerwater

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Land & Buildings at 288 Albert Drive, Sheerwater	64,598	0	64,598	64,598	0
Total 288 Albert Drive	64,598	0	64,598	64,598	0

On the basis of a sharing agreement entered into by the representatives of the Anglican and Methodist Church on the 24th March 1974, the freehold land and church at 288 Albert Drive, Sheerwater was purchased on the 10th April 1976 to be owned and maintained by Sheerwater Churches Ltd, as Custodian Trustee. Under a subsequent Declaration of Trust, entered into on the 14th April 1997, beneficial ownership of the property is divided between the Anglican and Methodist Churches in the following proportions:

The Methodist Circuit	50% (or 69/138)
The Anglican Church	50% (or 69/138)
Divisible as follows:	
Diocese of Guildford	28% (or 39/138)
Woodham PCC	22% (or 30/138)

The total purchase price was **£130,000** of which the Parochial Church Council of the Ecclesiastical Parish of All Saints Woodham share was **£30,000**. Based on an informal valuation by the Diocese of Guildford as at the 31st December 2002, the value of the PCC's share was assessed at **£56,522**. Since then improvements have been made to the property at a further cost to the parish of **£8,076** and the value of the property has been revised accordingly to the present value of **£64,598**.

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

5. Fixed Assets Notes on Resources Used For the year ending **31st December 2020**

5.0A-03 Parish Hall

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Parish Hall	0	0	0	0	0
Total Parish Hall	0	0	0	0	0

The historical cost of constructing the Parish Hall, which was built many years ago is deemed unsustainable. The Parish Hall is main major income contributor to the pastoral and financial operation of the parish.

The Parish Hall's position adjacent to the church and some residential properties restricts its use. There is no drainage and the electrical supply is on the end of the line. For all practical purposes, the Parish Hall is considered un-saleable.

Accordingly, no value is shown for the Parish Hall in the Balance Sheet. The fabric of the building is now showing a lot of degradation and potential repairs and possible redevelopment to bring it up to modern standards. During 2020 we managed to complete the toilets and front facing windows project which has much improved the potential hireability of the Parish Hall. There is still further works that need to be carried to improve furthermore in the future. Therefore at this time, until those further works are carried no value will be presented on the Balance Sheet.

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

6. Current Assets Notes on Resources Used For the year ending **31st December 2020**

6.1 *Receivables*

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Gift Aid Not Received	6,375	0	6,375	13,663	(7,288)
Other Debtors	1,564	0	1,564	0	1,564
Outstanding					
Accrued Income (Legacy)	6,000	0	6,000	0	6,000
Total Debtors	13,939	0	13,939	13,663	276

6.2 *Cash at Bank and in Hand*

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Cash In Hand	100	0	100	0	100
Current Accounts	9,135	0	9,135	22,687	(13,552)
Savings Accounts	25,127	0	25,127	1,024	24,103
Total Cash at Bank and In Hand	34,362	0	34,362	23,711	10,651

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

7. Current Liabilities Notes on Resources Used For the year ending 31st December 2020

7.1 Operating Creditors

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Parish Share Creditor	(81,034)	0	(81,034)	(66,936)	(14,098)
Creditors Not Due for Payment	(2,546)	0	(2,546)	0	(2,564)
Total Operating Creditors	(83,580)	0	(83,580)	(66,936)	(16,644)

7.2 Other Creditors

	<u>General</u>	<u>Restricted</u>	<u>2020</u>	<u>2019</u>	<u>Change</u>
Accruals – Grounds	0	0	0	(1,704)	1,704
Accruals – Church	(1,371)	0	(1,371)	(1,558)	187
Accruals – Hall	(200)	0	(200)	(88)	(112)
Unpresented Cheques	0	0	0	(5,376)	(5,376)
Diocesan Statutory Fees Payable		(2,301)	(2,301)	(542)	(1,759)
Hall Deposits Held	0	(500)	(500)	0	(500)
Other Fees Payable	(403)	0	(403)	0	(403)
Total Operating Creditors	(1,974)	(2,801)	(4,775)	(9,268)	4,493

Parochial Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

8. Funds Notes on Resources Used For the year ending **31st December 2020**

8.1 Funds

	<u>Op. Bal</u> <u>31.12.19</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Cl. Bal</u> <u>31.12.2020</u>
General Fund	17,862	112,169	(111,094)	18,937
Restricted Funds				
Car Park	687	0	0	687
Garden of Remembrance	1,125	0	0	1,125
Church Hall	4,550	45,642	(48,181)	2,011
St Michael's Sheerwater	1,544	240	0	1,784
York Road Project	0	644	(644)	0
Total Operating Creditors	(83,580)	0	(83,580)	(66,936)