

**St. John the Baptist Church, Baxenden**

***Annual Vestry Meeting and Annual Parochial Church Meeting***

**23<sup>rd</sup> May 2021 @ 2.00pm in church.**

***Agenda: Annual Vestry Meeting***

1. Apologies for absence.
2. To agree the minutes of the last Annual Vestry Meeting on 24<sup>th</sup> October 2020.
3. To elect two Church Wardens.

***Agenda: Annual Parochial Church Meeting***

1. Apologies for absence.
2. To agree the minutes of the last Annual Parochial Church Meeting on 24<sup>th</sup> October 2020.
3. To elect two Deanery Synod representatives.
4. To elect four Parochial Church Council members.
5. To appoint the Independent Financial Examiner or Auditor.
6. To appoint Sides Persons.
7. To consider:
  - a) the revised Electoral Roll (previously published and displayed);
  - b) the Annual Report of the proceedings of the Parochial Church Council;
  - c) the Financial Statements and Treasurer's Report of the Parochial Church Council for the year ending 31<sup>st</sup> December 2020.
  - d) the annual report of the fabric, goods and ornaments of the church;
  - e) the report of the proceedings of the Deanery Synod;
  - f) a report of the proceedings of the Day School Governors;
  - g) a report of the proceedings of the Children's and Youth work of the church;
  - h) a report on Safeguarding provision in the church;
  - i) other matters of Parochial or general Church interest.

### **Annual Vestry Meeting held via zoom on Saturday 24<sup>th</sup> October 2020 @ 10am**

There were 20 members in attendance. Tom Donaghey was in the Chair

Naomi Taylor as PCC secretary

1. Tom opened in payer and worship

#### **2. Apologies for absence**

Ian Rushton and Patricia Wilkinson

#### **3. Accuracy of Minutes of last Vestry meeting**

Proposal	The minutes of the Vestry meeting on 7 <sup>th</sup> April 2019 be accepted as an accurate record of the meeting				
Proposed by	Marion Wilkinson		Seconded by	Pete Teasdale	
For	20	Against	0	Abstained	0
Carried					

### **APCM held via zoom on Saturday 24<sup>th</sup> October 2020 @ 10am**

There were 20 members in attendance. Tom Donaghey was in the Chair.

Naomi Taylor as PCC secretary

1. Tom opened in prayer and worship

#### **2. Apologies for absence**

Ian Rushton and Patricia Wilkinson

#### **3. Accuracy of Minutes of last meeting**

Proposal	The minutes of the APCM on 7 <sup>th</sup> April 2019 be accepted as an accurate record of the meeting				
Proposed by	Marion Wilkinson		Seconded by	Pete Teasdale	
For	20	Against	0	Abstained	0
Carried					

#### **4. Approval of the electoral roll**

There has been one addition to the electoral roll and there are now 55 people on the electoral roll, 38 of these are in the parish and 17 are outside of the parish.

#### **5. PCC report**

Pete, Mark and Ian will be stepping down from the PCC.

Ian will stay on as the school link governor for an additional year.

At present there has been no interest shown from anyone in joining the PCC.

Appointment of sides people – Lorraine and Brain Mercer would like to be sides people.

Naomi Taylor will be stepping down as PCC secretary, a new secretary is required from January.

## **6. Financial Report**

The financial report ending December 2019

Closing balance - £23, 608

Designated funds - £6350

Restricted funds - £1086

Decease - £1362

Petty Cash - £200

Receipts - £107, 239

Payments - £114, 920

Barry went over the financial report that had been sent out.

PCC had made the decision to reduce Parrish Share.

Barry made special thank to Mark Brockbank for banking the money and also to Roger Longworth for supporting him in his role as treasurer and continuing as gift aid secretary.

A number of queries were raised in relation to the accounts and financial report. A mix up had occurred with the reports sent out which is why there were some discrepancies. Barry to resend out the correct report and answer any queries.

Tithes were discussed – they will be discussed further at a future PCC meeting. It was agreed that the hides have been neglected and a plan needs to be put in place as to how they will be discussed.

**7. Approval of independently examined accounts.**

This was unable to take place due to incorrect accounts sent out and will be done at a later date.

**8. Fabric report – goods and ornaments**

Copies of the report had been sent out prior to the meeting - no questions raised

Diane informed the meeting attendees that the report sent out was to the beginning of 2020, there will be more dry rot reported in this years report.

**9. Deanery Synod report**

Copies of the report had been sent out prior to the meeting - no questions raised

**10. School governors report**

Copies of the report had been sent out prior to the meeting - no questions raised

**11. Matters of church / parish interest**

The date of the next APCM was brought in to question as it had been delayed this year due to the covid-19 pandemic and closure of church. It is hoped that the next APCM in 2021 will be back on schedule and take place in April.

Due to covid-19 restrictions Tom will admit in new church wardens.

**12. Any other business**

**Remembrance Sunday**

Local councils are discouraging gatherings due to social distancing measures.

Councillor Terry Hurn will lay a wreath at 11 and there will be a church service at 10.

It was suggested that the church bells be rung at 11 as a mark of respect – Barry offered to do this. The community will also be invited to carry out a minutes silence and say some prayers.

**Christmas**

Despite the current situation it is important that this special time in the Christian calendar is celebrated though not in the usual way. Ways in which Christmas can be celebrated will be explored depending on restrictions at the time.

PCC thanks for their servitude this year

Valarie Chapman – thanks for washing the linen for communion

Pam Stuart – thanks for hard work in relation to flowers in church

Tom closed the meeting in prayer at 11am

**A brief PCC meeting followed**

The number of vacancies was discussed and how these could possibly be filled.

At least 12 members are needed on the PCC, 2 new members are needed.

The next PCC was arranged for 12<sup>th</sup> November via zoom – this has since been changed to 5<sup>th</sup> November.

***Electoral Roll Revision for 2021 APCM***

There are currently 55 people on the Electoral Roll:

38 Baxenden (Parish) residents

17 residing outside the Parish

The list is available on display on the notice board in the porch.

Marion Wilkinson- Electoral Roll Secretary

29 April 2021

### ***PCC Annual Report for 2020***

*Name of Church:* Baxenden Saint John,  
*Correspondence:* PCC Secretary,  
Baxenden Saint John Church,  
Church Avenue,  
Baxenden, Lancashire, BB5 2RQ.  
*Bankers:* HSBC, 12 Manchester Road, Burnley, BB11 1JH.  
*Independent Examiner:* Jacqui Creig,  
Principle Accounting Services Ltd,  
Suite 1A, Ribble Court, 1  
Meadway,  
Padiham, BB12 7NG.

### ***Background***

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting the whole mission of the church.

Every Church of England church has the same aim: "To promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical".

The church's mission statement is "St John's is a community church for all ages, moving in the power of the spirit."

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of our PCC consists of the incumbent (our vicar), churchwardens, the reader, two Deanery Synod representatives 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 following people served as members of the PCC in 2020:

Role	Name	Election date
Incumbent & Chair (Resigned December 2020)	Tom Donaghey	Ex-officio
Churchwardens & Vice Chairs (April 2017 to October 2020)	Peter Teasdale	Ex-officio
(April 2018 to present)	Diane Clough	Ex-officio
Reader	Patricia Wilkinson	Ex-officio
Treasurer (April 2018 to present) elected December 2020	Barry Grimes	Elected
Deanery Synod Reps (April 2017 to present)	Ian Rushton	Ex-officio
(April 2017 to present)	Joyce Teasdale	Ex-officio
Member (April 2017 to present)	Mark Brockbank	Elected
Member (April 2019 to present)	Kath Quinn	Elected
Member (April 2018 to present)	Marion Wilkinson	Elected
Member (April 2019 to present)	Dave Finch	Elected
PCC Secretary (May 2019 - present)	Naomi Taylor	N/A

### *Electoral Roll*

At the end of December 2020 there were 55 names on the electoral role.

### *Standing Committee*

The Standing Committee is required by law and has the power to transact the business of the PCC between meetings. The Standing committee consisted of: Rev'd Tom Donaghey; The wardens, Peter Teasdale and Diane Clough; the Treasurer, Barry Grimes; and Reader Dr. Patricia Wilkinson. The Standing Committee did not meet during 2020.

### *Annual Review – Highlights*

The full PCC met for seven business meetings and one extraordinary meeting (with the dry rot surveyor) during 2020. Due to Covid-19 restrictions, meetings after March were held via Zoom.



Topics covered at the business meetings have included: altering the bank used by the PCC; fundraising; Jesus Shaped People, reopening the church safely after lockdown and the introduction of electronic payment methods in order to receive donations.

Many events and activities that were planned or were in the process of being planned have been cancelled or postponed due to the corona virus pandemic. During the national lockdown services were held via zoom for the main congregation as well as a separate service at 9.00 am for the younger members of the church family. From June, the church was open for private prayer once each week.

There have been a number of costly issues for the PCC to resolve such as lead being stolen from the church roof, birds in the bell tower, dry rot, water ingress into the cellar and a new lightning conductor being required.

Kirsty Freeman was appointed as a Foundation Governor to the day school, thereby filling the long-standing vacancy, whilst the Vicar was suspended in November 2020 and subsequently resigned in December.

We would finally like to thank all the volunteers who work so hard to make our church a friendly, lively and well-run community.

On behalf of the PCC

Ian Rushton

PCC Secretary.

## **TREASURER'S REPORT 2020**

(2019 year's figures in brackets)

### **Overview**

St. John's holds three bank accounts and one Diocesan deposit account:

1. **General Account** - balance £28,268 (£23,608) - general day to day running of the church finances
2. **Designated Funds Account** - balance £7,550 (£6,350) - building maintenance, IT equipment, mission & outreach, churchyard trees
3. **Restricted Funds Account** - balance £1,087 (£1,086) - churchyard, office refurbishment
4. **Diocesan Deposit Account** - balance £13,245 (£12,362) - partly designated
5. **Petty Cash Float** – balance £200 (£200) – bits and pieces not actively used throughout Covid-19

### **Breakdown**

#### **1. General Account**

**Receipts: £78,978 (£117,239)**

- Voluntary receipts £54,974 (£65,940)
- Gift Aid recovered £12,656 (£13,219)
- Other income £11,348 (£11,079) - room hire, church ministries, investment income
- Insurance pay-out £0 (£27,001)

**Payments: £74,553 (£114,920)**

- Mission, Giving and Donations £0 (£2,492)
- Diocesan Parish Share £54,000 (£54,000)
- Salaries, wages and honoraria £0 (£120)
- Clergy & Staff expenses £712 (£4,312)
- Church running expenses £3,590 (£9,297)
- Church utility bills £5,444 (£6,779)
- Cost of trading £276 (£0) – See Magazine
- Major Repairs to Church Building £0 (£37,905)
- All other payments £0 (£15)

#### **2. Designated Funds Account**

- No change

#### **3. Restricted Funds Account**

- No change

#### **4. Diocesan Deposit Account**

- No change

#### **Summary**

- The church ended the year with £36,904 (£37,105) in cash funds
- We have no outstanding debts
- We have spent nothing this year on Dry Rot repair but work expected to continue in 2021 as hopefully the Coronavirus is better managed
- No specific tithe payments were instructed this year due to the extraordinary situation and restricted ability to hold PCC meetings in spring. The parish share contribution covers this from a regulatory standpoint

#### **Financial Review**

1. Total receipts on unrestricted funds were £78,978 (£117,239) of which £54,974 (£65,940) was unrestricted voluntary donations, and a further £12,656 (£13,219) was from Gift Aid. No restricted donations were received this year
2. The planned giving through banker's orders decreased by 2% on last year
3. Total income, including tax recovered but excluding insurance pay-outs was approximately 33% down on last year – largely due to the church being closed to worship for around 9 months and therefore, no plate collections, no room hire fees or events such as weddings and baptisms that otherwise would generate income
4. £54,000 was spent from unrestricted funds to provide the Christian ministry from St. John's Church, based on the contribution to the diocesan parish share that largely provides the stipends and housing for the clergy
5. The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations. We have to find more of the sum at St. John's as our socio-economic factor is considerably higher than most churches in our Diocese
6. The net result for the year was an excess of receipts over payments of £4,425 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st December on unrestricted funds totalled £36,904 of which £8,637 has been set aside to meet the costs of building maintenance, IT equipment, mission & outreach and churchyard trees as designated funds

**Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least two months unrestricted payments. This is currently equivalent to £12,465. It is held to smooth out fluctuations in cash flow and to meet emergencies

The balance of £1,086 in the restricted fund account is retained towards meeting the cost of office refurbishment at future dates

**Finally**

Thank you to Mark Brockbank who banks our money

Thanks to John Massey and Roger Longworth for their unsung contribution whenever I require guidance and for Roger's contribution as Gift Aid Secretary.

Barry Grimes

Treasurer

## ***Report on the fabric, goods and ornaments for 2020***

This year has been somewhat different to normal with the Church under lockdown for most of the year and other times with shortened services with social distancing and mask wearing.

Little has changed since 2019. We are still waiting for the vestry outdoor repairs to be done before we can decorate the office so it looks a little less like a disaster area. Looks likely to be 2021 before any of this can be done.

A risk assessment has been made and put in Church to ensure the safety of the congregation with social distancing and a one way system. QR code on notice board for download or forms to fill in (kept securely for three weeks and then disposed of) for track and trace purposes.

Heating system checked and is in working order and kept on low so as not to freeze and keep the building aired.

The dry rot remains as before. Walls affected stripped and remain bare of plaster (the good news is that it doesn't appear to be any worse). Representatives of the PCC met in Church (socially distanced) with the Surveyor and a representative from Fish Associates in March but all activity has had to be put on hold until such time as Government guidelines dictate otherwise.

For most of this year the Church has been closed for worship due to lockdown but thanks are due to all those who popped in and checked that all was well in the Church and cleaned up when necessary, mainly due to rain in the porch on numerous occasions.

I would like to express sincere thanks and gratitude to Val and Pam for taking care of the linen, Pam for the wonderful flowers each week which make the church look bright and cared for, the cleaning team, the sides people for doing what they could when they could and many others who work behind the scenes to make sure that the church functions properly.

I look forward to seeing everyone in Church on the other side of COVID.

Diane Clough,

Churchwarden

12 April 2021

### ***Report of the proceedings of the Deanery Synod in 2020***

Deanery Synod meets three times per year with each parish being represented by its incumbent (a dwindling band in recent years due to shared vicars) and the laity synod reps elected for three years by the PCCs (a handful of parishes are regular attenders whilst some others are notable by their absence). Each Deanery Synod meeting (each parish takes it in turn to host it) tends to follow the same format of: guest speaker (20 or 30 years ago they were debating such topics as the possible ordination of women priests but it seems there is little to debate these days); Diocesan Synod Report (the Rural Dean runs through a list of “notices” from the Diocese); Chapter Clerk’s Report (who has left, retired or become an incumbent in the area plus any notices that the Rural Dean missed); the Treasurer’s Report (which never seems to say anything other than the Treasurer cannot shift the account online); and AoB. The Secretary does a very good and prompt supportive job whilst the Rural Dean works hard as Chair to pass on his enthusiasm.

Deanery Synod might be what Paxman (1998, p. 96) had in mind when he commented, “...the Church of England is such an odd invention that it can only be explained in its own terms”.

The Deanery Synod is currently steered by the Acting Area Dean, Rev. Steven Brown of St. Peter’s, Haslingden. The Archdeacon has stipulated that, during the Covid-19 pandemic, Deanery Synod is not a priority and has, therefore, met only twice in 2020 as follows.

*13 February 2020 at St. Peter’s, Haslingden.*

Guest Speaker: David Barlow, Chair of the Diocesan Board of Finance.

Two main points from this voluntary member of the Board. Firstly, the Diocese is aware that Parishes are struggling with their finances and have, therefore, been recommended by the Finance Board to use £3m of their unrestricted funds as a buffer against increases in the Parish Share. (This should not be taken to mean that the Diocese will adopt the recommendation nor that there will no increase this year). Secondly, David volunteered that the Diocese can do better in its efforts to communicate (although there seemed to be little appetite for one Baxenden rep’s suggestion that the Diocese could begin such improvement by giving a clear rationale for its own existence).

*15 October 2020 via Zoom*

The Synod were updated on the Vision 2026 initiative.

Bishop Julian gave a powerpoint presentation on the “vision of a transformed Lancashire”, followed by Archdeacon Mark Ireland continuing death by powerpoint on “the marks of a healthy church”. To summarise, Vision 2026 is not a tick box exercise but an aspiration.

Joyce Teesdale

Ian Rushton

April 2021

### ***Report on the proceedings of the Day School Governors for 2020***

The day school is voluntary aided, currently has 205 children on roll and can accommodate a total of 210. The school mission statement is:

*“Our school helps us to walk together, with Jesus, to be the best that we can be.”* (Ph. 4:13).

The Governing body is responsible for working with the Headteacher to set the strategic direction of the school and meets regularly to discuss a range of matters relating to education, standards, achievements and resources, and to visit school.

The Governing body should comprise of 12 governors of which: seven are Foundation Governors (appointed by the Diocese or PCC); one staff member; one local authority representative; and two parent governors. The Headteacher and Vicar are ex-officio members of the Governing Body. John Massey (Foundation governor) is Chair of Governors and liaises frequently with the Headteacher and Bursar.

The school has a clear, settled and structured senior management team (SMT) since the appointments of Mrs Julie Green (Headteacher) and Miss Charlotte McCormack (appointed Deputy Headteacher this year) whilst careful assessment, monitoring and evaluation of data directly inform the School Improvement Plan on an on-going basis. Digital technologies and platforms are exploited with good effect by the very strong and committed teaching team, not only as learning resources but to communicate with parents, pupils, the community and interested stakeholders, for example, during the current Covid-19 partial closure. Here, the school has ensured that all children have appropriate IT equipment to access home-schooling either through the giving or loan of iPads or Laptops. Indeed, the school has been richly blessed in the teachers and support staff who underpin all that the school strives hard to achieve in sometimes difficult circumstances, especially this year.

The SMT and Governing Body are very keen to develop the Christian ethos of the school so that it is distinctive and effective as a church school, including strengthening its links with the church and the establishment of a new outdoor worship area. The school’s “God Squad” plan a monthly community worship in Church and the “Live the Faith” initiative brings the school curriculum into home and community.

The current performance of the School is epitomised in the last Ofsted report where the Lead Inspector quoted a parent saying, “We are so proud of this school and its values, which are carried through into the classroom and beyond” (Ofsted, 2018, p. 2).

As with any older building, the school has required extensive capital investment in the last few years for structural repair and improvement. The school has to contribute a minimum of 10 % of the funds for any projects and contributions from parents, community and the Church have been greatly appreciated.

Dr Ian Rushton – (Foundation Governor)

12 April 2021

### ***Report of the proceedings of the Children's and Youth work***

This has been a strange year, with everything going into lockdown for the most of it.

However, despite not being able to host events in church the childrens team have worked extremely hard to ensure our children can still learn about God and Jesus.

To enable this we have hosted Little Zoomers family worship on Zoom every Sunday morning and have now 30 families on the list, although not all attend every week.

We have spent most of the year looking at heroes from the Old Testament, for example Noah, Samuel, Samson, Joseph, Elijah and Moses.

We often use games to illustrate the Bible story and have enjoyed baking, painting, model making, and codebreaking.

At Christmas we had a Zoom Crib Service and a Zoom Christingle when every child had a Christingle making pack and a selection box delivered to their door.

Joyce Teasdale

Children and Youth Co-ordinator

22 April 2021

### ***Report on Safeguarding provision in the church***

Due to COVID and lockdown, there is nothing to report for 2020.

Joyce Teasdale

Safeguarding Officer

22 April 2021



## Receipts and Payments

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>RECEIPTS</b>							
Voluntary Receipts							
Tax efficient planned giving (standing orders)		43,854	-	-	-	43,854	44,864
Other planned giving (standing orders)		5,335	-	-	-	5,335	5,381
Collections at services		3,773	-	-	-	3,773	7,648
All other giving and voluntary receipts		2,007	-	-	-	2,007	6,999
Gift Aid recovered		12,656	-	-	-	12,656	14,219
Legacies received		5,000	-	-	-	5,000	-
Grants		-	-	-	-	-	-
Activities for generating funds		149	-	-	-	149	1,274
Investment income		465	853	1	-	1,318	1,365
Church activities							
Statutory fees retained by the PCC		4,311	-	-	-	4,311	1,919
Gross receipts from trading (room hire etc.)		1,217	-	-	-	1,217	6,235
Other receipts		238	-	-	-	238	77,001
<b>Total receipts</b>		<b>79,005</b>	<b>853</b>	<b>1</b>	<b>-</b>	<b>79,858</b>	<b>115,680</b>

<b>PAYMENTS</b>							
Church Activities							
Mission, giving and donations		-	-	-	-	-	1,093
Diocesan Parish Share contribution		54,000	-	-	-	54,000	54,000
Salaries, wages and honoraria		-	-	-	-	-	120
Clergy and staff expenses		4,517	-	-	-	4,517	4,312
Church Expenses							
Church running expenses (incl. governance)		9,118	-	-	-	9,118	8,404
Church utility bills		5,443	-	-	-	5,443	6,779
Cost of trading		276	-	-	-	276	-
Major Repairs to Church Building		-	-	-	-	-	27,881
All Other Payments		-	-	-	-	-	15
<b>Total payments</b>		<b>73,353</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,353</b>	<b>102,609</b>

## NET RECEIPTS / (PAYMENTS)

Transfers between funds		5,651	853	1	-	6,505	13,277
Cash at bank and in hand at 1 Jan		(1,200)	1,200	-	-	-	-
Cash at bank and in hand at 31 Dec		26,293	16,227	1,086	-	43,606	30,329
		<b>30,744</b>	<b>18,280</b>	<b>1,087</b>	<b>-</b>	<b>50,111</b>	<b>43,606</b>

## Statement of Assets and Liabilities

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>Cash funds</b>							
Cash at Bank	2.1	28,029	7,550	1,087	-	36,665	31,044
Church Deposit Funds (with Diocese)		2,515	10,730	-	-	13,245	12,362
Petty Cash		200	-	-	-	200	200
<b>Total cash funds</b>		<b>30,744</b>	<b>18,280</b>	<b>1,087</b>	<b>-</b>	<b>50,111</b>	<b>43,606</b>
(agree balances with receipts and payments accounts)							
OK OK OK OK							
<b>Other monetary assets</b>							
						-	-
<b>Total other monetary assets</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>							
Fixed Interest Investments - with Diocese	7.1				7,074	7,074	6,836
Shares - Church Investment Fund with Diocese	7.2			36,645	-	36,645	34,279
<b>Total investment assets</b>		<b>-</b>	<b>-</b>	<b>36,645</b>	<b>7,074</b>	<b>43,719</b>	<b>41,114</b>

Accounts

Agreed - M. Wilkinson 6/5/2021

6/5/2021




## Debtors

Income Tax recoverable (Gift Aid)								
<b>Total debtors</b>								

## Liabilities

Parish Share								
<b>Total liabilities</b>								

The notes attached form part of these financial statements

Signed by one or two trustees on behalf of all the trustees		
Name	Date	Signature
MARION WILKINSON	6/5/2021	M. Wilkinson
JOYCE TEASDALE	6/5/2021	

## Notes

- 1 The Financial Statements have been prepared in accordance with the Charities Act 2011, on the Receipts and Payments basis. (The Receipts and Payments Basis may be used providing the total income is below £250,000)

## 2 Fund Movement Analysis

- 2.1 Reconciliation of funds to cash at bank. During the year funds get distributed over several bank accounts. After year end, any funds that have not been redistributed during the year, are reconciled and transferred to the correct bank accounts as shown below

Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £
Cash in funds at bank (incl. Diocese)	28,029	7,550	1,087
<b>Funds to be transferred in following year</b>	-	-	-
Cash in bank accounts	28,029	7,550	1,087

OK

- 2.2 **UNRESTRICTED FUNDS** may be used by the PCC for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account

- 2.3 **DESIGNATED FUNDS** represent sums set aside, out of ordinary unrestricted funds, for specific designated purposes, but they can be transferred back into general funds at any time

Notes	Bal b/f	Receipts	Payments	Transfer	Bal c/f
Building Maintenance	2,200	1,200	-	-	3,400
IT Equipment	2,955	-	-	-	2,955
Mission & Outreach	895	-	-	-	895
Churchyard Trees	300	-	-	-	300
<b>Total designated funds</b>	<b>6,350</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>7,550</b>

- 2.3.1 Designated Building Maintenance Fund - money kept in Designated Funds Bank Account

- 2.3.2 Designated Equipment Fund - for purpose of providing sound, video and computers; money kept in Designated Funds Bank Account

- 2.3.3 Designated Mission & Outreach Fund - money kept in Designated Funds Bank Account

- 2.3.4 Designated Churchyard Tree Fund - for new trees

- 2.4 **RESTRICTED FUNDS** represent either income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, or donations or grants received or invited for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into general funds

Notes Bal b/f Receipts Payments Transfer Bal c/f



Churchyard	2.4.1	3	1	-	4
Office Refurbishment	2.4.3	1,083	-	-	1,083
<b>Total restricted funds</b>		<b>1,086</b>	<b>1</b>	<b>-</b>	<b>1,087</b>

2.4.1 Restricted Churchyard Fund (previously Church & School) - for purpose of churchyard upkeep; money kept in Restricted Funds Bank Account. The interest/dividends from restricted churchyard funds held by the Diocese is transferred into the General Account and used each year on churchyard maintenance, mowers and mowing etc.

2.4.2 Restricted Grass Cutting Equipment & Container Fund - for purpose of providing storage for mowers and strimmers; money kept in Restricted Funds Bank Account

2.4.3 Restricted Office Refurbishment Fund - for purpose of refurbishing office; money kept in Restricted Funds Bank Account

2.5 **ENDOWMENT FUNDS** are funds whose capital must be maintained: only income arising from the investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established

### 3 Reserves Policy

3.1 It is the policy of this PCC to hold in reserves the equivalent of two months income, that is approximately £14,000

### 4 Receipts Analysis

Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>Voluntary Receipts</b>						
Tax efficient planned giving (standing orders)	43,854				43,854	44,883
Other planned giving (standing orders)	5,335				5,335	5,361
Collections at services	3,773				3,773	7,648
All other giving and voluntary receipts	2,007				2,007	6,999
Gift Aid recovered	12,656				12,656	13,212
Legacies received (capital value)	5,000				5,000	
Grants (recurring and one-offs)	-				-	
	72,626	-	-	-	72,626	78,091

#### Activities for Generating Funds

Church lounge stalls	-				-	107
Parish magazine advertising	-				-	
Social events	149				149	1,158
	149	-	-	-	149	1,275

#### Investment Income

Interest & Dividends	7.3	465	853		1,317	1,363
Bank interest				1	1	7
		465	853	1	1,318	1,365

#### Church Activities

Statutory fees (weddings & funerals etc.)		4,311			4,311	1,919
Gross receipts from trading (room lettings etc.)		1,217			1,217	6,236
		5,528	-	-	5,528	8,149

#### Other Receipts

Insurance claims		238			238	27,001
Sale of assets		-			-	
Other		-			-	
		238	-	-	238	27,001

### 5 Payments Analysis

Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>Church Activities</b>						
<b>Mission, Giving &amp; Donations</b>						
Mission	-				-	893
Giving (Tithes)	-				-	-
Donations	-				-	200
	-	-	-	-	-	1,093



## Diocesan Parish Share contribution

Parish Share			54,000				54,000	54,000
			54,000	-	-	-	54,000	54,000

## Salaries, Wages and Honoraria

Wages and honoraria			-				-	120
			-	-	-	-	-	120

## Clergy and Staff Expenses

Working expenses of clergy			712				712	615
Vicarage council tax			3,211				3,211	3,091
Vicarage water rates			594				594	606
Clergy telephone/mobile/internet			-				-	
Visiting clergy fees			-				-	
			4,517	-	-	-	4,517	4,312

## Church Running Expenses

Building maintenance			3,590				3,590	1,598
Education			-				-	181
Insurance			3,662				3,662	3,416
Church telephone			-				-	190
Church internet			210				210	147
Church CCTV			-				-	1,175
Photocopier			-				-	
Cleaning			514				514	587
Upkeep of services			366				366	523
Upkeep of churchyard			165				165	25
Printing, postage & stationery			-				-	2
Other church running expenses			281				281	204
Governance Costs (checking accounts)			330				330	300
			9,118	-	-	-	9,118	8,402

## Church Utility Bills

Electricity			2,994				2,994	3,774
Gas			2,182				2,182	2,768
Water			268				268	236
			5,443	-	-	-	5,443	6,780

## Cost of Trading

Magazine expenses			276				276	
			276	-	-	-	276	

## Major Repairs to Church Building

Not covered by insurance			-				-	4,431
Covered by insurance			-				-	23,450
			-	-	-	-	-	27,881

## All Other Payments

			-				-	15
			-	-	-	-	-	15

6

## Cash Funds

## Year End Cash Funds - taken from bank statements etc.

Bank

General Account  
Unpresented Cheques  
Designated Funds Account  
Restricted Funds Account

Deposit

Treasury Stock

Type	2020	2019
various	28,029	23,857
various	-	(2,095)
Designated	7,550	6,350
Restricted	1,087	1,066
	36,665	31,044
Unrestricted	2,108	2,108



Cash

A M Walker

J Walker

Churchyard

Reserve

Petty Cash

Unrestricted	38		38
Designated	10,730		9,877
Unrestricted	310		279
Unrestricted	59		50
		13,245	12,361
Unrestricted	200		200
		200	200
		50,111	43,605

## 7 Investments

- 7.1 Fixed Interest Investments - held with Diocese; Joseph Walker
- 7.2 Shares, Church Investment Fund - held with Diocese; Cucknell, Joseph Walker, Kavanagh, McDonald
- 7.3 Investment income earned as interest or dividends on investment funds

## 8 Fraud

- 8.1 The fraudulent direct debit that was set up in 2018 has not been recovered

## Investments held by Blackburn Diocese

Purpose	Acct. Nr.	Account Name	Type	Income	Cost	Shares	Price	Dividends	Payments	Value at 31 Dec 2020
---------	-----------	--------------	------	--------	------	--------	-------	-----------	----------	----------------------

## Fixed Interest Investments

Building & Repair	028F	Baxenden J Walker (Joseph Walker Trust)	Endowment	Transferred to account 756D	5,000	4,182	1.6915	232	232	7,074
					5,000					7,074

## Shares - Church Investment Fund

Churchyard	030S	Baxenden Cucknell (Cucknell Legacy)	Restricted	Transferred to bank account	509	716	20.4467	411	411	14,645
Building & Repair	719S	Joseph Walker Trust	Endowment	Transferred to account 756D	5,000	1,006	20.4467	577	577	20,569
Churchyard	720S	Baxenden Kavanagh	Restricted	Transferred to bank account	101	19	20.4467	11	11	388
General	790S	Baxenden Legacy (Cucknell £200 + McDonald £200)	Restricted	Transferred to account 836D	400	51	20.4467	29	29	1,043
					6,010					36,645

## Deposits held by Blackburn Diocese

Purpose	Acct. Nr.	Account Name	Type	Income	Balance at 2 Jan 2020	Transfer	Receipts	Payments	Balance at 31 Dec 2020
---------	-----------	--------------	------	--------	-----------------------	----------	----------	----------	------------------------

## Church Deposit Fund

General	1189D	Baxenden Treasury Stock Redemption	Unrestricted	Transferred to bank account	2,108			12	12	2,108
General	470D	Baxenden AM Walker (Miss A M Walker Legacy)	Unrestricted	Retained	38			0	-	38
Building & Repair	756D	Baxenden J Walker (John Walker)	Designated	Retained	9,877			853	-	10,730
Churchyard	836D	Baxenden CY (Churchyard Account)	Unrestricted	Retained	279			30	-	310
General	837D	Baxenden Reserve (Reserve Account)	Unrestricted	Retained	59			0	-	59
					12,362					13,245

## Independent Examiner's Report on the Accounts

Independent Examiner's Report to the members/trustees of

On the accounts for the year ended which are set out on pages

Respective responsibilities of the Trustees and Independent Examiner

PCC of St John the Baptist Church Baxenden  
Charity number: 1137246

31 December 2020

1 to 7

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.



## Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

## Independent Examiner's Statement

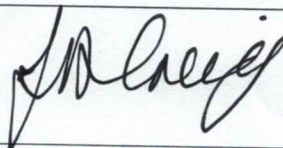
In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records
- have not been met; or

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

Signed:



Date:

18/05/2021

Name:

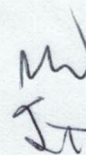
JACQUELINE ANN CREIG

Relevant professional qualification(s) or body (if any):

FMAAT

Address:

PRINCIPLE ACCOUNTING  
RIBBLE COURT  
INERD WAY  
PRIDHAM  
BB12 7NG





## Receipts and Payments

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>RECEIPTS</b>							
Voluntary Receipts							
Tax efficient planned giving (standing orders)		43,854	-	-	-	43,854	44,864
Other planned giving (standing orders)		5,335	-	-	-	5,335	5,381
Collections at services		3,773	-	-	-	3,773	7,648
All other giving and voluntary receipts		2,007	-	-	-	2,007	6,999
Gift Aid recovered		12,656	-	-	-	12,656	14,219
Legacies received		5,000	-	-	-	5,000	-
Grants		-	-	-	-	-	-
Activities for generating funds		149	-	-	-	149	1,274
Investment income		465	853	1	-	1,318	1,365
Church activities							
Statutory fees retained by the PCC		4,311	-	-	-	4,311	1,919
Gross receipts from trading (room hire etc.)		1,217	-	-	-	1,217	6,235
Other receipts		238	-	-	-	238	77,001
<b>Total receipts</b>		<b>79,005</b>	<b>853</b>	<b>1</b>	<b>-</b>	<b>79,858</b>	<b>115,680</b>

<b>PAYMENTS</b>							
Church Activities							
Mission, giving and donations		-	-	-	-	-	1,093
Diocesan Parish Share contribution		54,000	-	-	-	54,000	54,000
Salaries, wages and honoraria		-	-	-	-	-	120
Clergy and staff expenses		4,517	-	-	-	4,517	4,312
Church Expenses							
Church running expenses (incl. governance)		9,118	-	-	-	9,118	8,404
Church utility bills		5,443	-	-	-	5,443	6,779
Cost of trading		276	-	-	-	276	-
Major Repairs to Church Building		-	-	-	-	-	27,881
All Other Payments		-	-	-	-	-	15
<b>Total payments</b>		<b>73,353</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,353</b>	<b>102,609</b>

## NET RECEIPTS / (PAYMENTS)

Transfers between funds		5,651	853	1	-	6,505	13,277
Cash at bank and in hand at 1 Jan		(1,200)	1,200	-	-	-	-
Cash at bank and in hand at 31 Dec		26,293	16,227	1,086	-	43,606	30,329
		<b>30,744</b>	<b>18,280</b>	<b>1,087</b>	<b>-</b>	<b>50,111</b>	<b>43,606</b>

## Statement of Assets and Liabilities

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>Cash funds</b>							
Cash at Bank	2.1	28,029	7,550	1,087	-	36,665	31,044
Church Deposit Funds (with Diocese)		2,515	10,730	-	-	13,245	12,362
Petty Cash		200	-	-	-	200	200
<b>Total cash funds</b>		<b>30,744</b>	<b>18,280</b>	<b>1,087</b>	<b>-</b>	<b>50,111</b>	<b>43,606</b>
(agree balances with receipts and payments accounts)							
		OK	OK	OK	OK		
<b>Other monetary assets</b>							
						-	-
<b>Total other monetary assets</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>							
Fixed Interest Investments - with Diocese	7.1				7,074	7,074	6,836
Shares - Church Investment Fund with Diocese	7.2			36,645	-	36,645	34,279
<b>Total investment assets</b>		<b>-</b>	<b>-</b>	<b>36,645</b>	<b>7,074</b>	<b>43,719</b>	<b>41,114</b>

Accounts

Agreed - M. Wilkinson 6/5/2021

6/5/2021




## Debtors

Income Tax recoverable (Gift Aid)								
<b>Total debtors</b>								

## Liabilities

Parish Share								
<b>Total liabilities</b>								

The notes attached form part of these financial statements

Signed by one or two trustees on behalf of all the trustees		
Name	Date	Signature
MARION WILKINSON	6/5/2021	M. Wilkinson
JOYCE TEASDALE	6/5/2021	

## Notes

- 1 The Financial Statements have been prepared in accordance with the Charities Act 2011, on the Receipts and Payments basis. (The Receipts and Payments Basis may be used providing the total income is below £250,000)

## 2 Fund Movement Analysis

- 2.1 Reconciliation of funds to cash at bank. During the year funds get distributed over several bank accounts. After year end, any funds that have not been redistributed during the year, are reconciled and transferred to the correct bank accounts as shown below

Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £
Cash in funds at bank (incl. Diocese)	28,029	7,550	1,087
<b>Funds to be transferred in following year</b>	-	-	-
Cash in bank accounts	28,029	7,550	1,087

OK

- 2.2 **UNRESTRICTED FUNDS** may be used by the PCC for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account

- 2.3 **DESIGNATED FUNDS** represent sums set aside, out of ordinary unrestricted funds, for specific designated purposes, but they can be transferred back into general funds at any time

Notes	Bal b/f	Receipts	Payments	Transfer	Bal c/f
Building Maintenance	2,200	1,200	-	-	3,400
IT Equipment	2,955	-	-	-	2,955
Mission & Outreach	895	-	-	-	895
Churchyard Trees	300	-	-	-	300
<b>Total designated funds</b>	<b>6,350</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>7,550</b>

- 2.3.1 Designated Building Maintenance Fund - money kept in Designated Funds Bank Account

- 2.3.2 Designated Equipment Fund - for purpose of providing sound, video and computers; money kept in Designated Funds Bank Account

- 2.3.3 Designated Mission & Outreach Fund - money kept in Designated Funds Bank Account

- 2.3.4 Designated Churchyard Tree Fund - for new trees

- 2.4 **RESTRICTED FUNDS** represent either income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, or donations or grants received or invited for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into general funds

Notes Bal b/f Receipts Payments Transfer Bal c/f



Churchyard	2.4.1	3	1	-	4
Office Refurbishment	2.4.3	1,083	-	-	1,083
<b>Total restricted funds</b>		<b>1,086</b>	<b>1</b>	<b>-</b>	<b>1,087</b>

2.4.1 Restricted Churchyard Fund (previously Church & School) - for purpose of churchyard upkeep; money kept in Restricted Funds Bank Account. The interest/dividends from restricted churchyard funds held by the Diocese is transferred into the General Account and used each year on churchyard maintenance, mowers and mowing etc.

2.4.2 Restricted Grass Cutting Equipment & Container Fund - for purpose of providing storage for mowers and strimmers; money kept in Restricted Funds Bank Account

2.4.3 Restricted Office Refurbishment Fund - for purpose of refurbishing office; money kept in Restricted Funds Bank Account

2.5 **ENDOWMENT FUNDS** are funds whose capital must be maintained: only income arising from the investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established

### 3 Reserves Policy

3.1 It is the policy of this PCC to hold in reserves the equivalent of two months income, that is approximately £14,000

### 4 Receipts Analysis

Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>Voluntary Receipts</b>						
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Other planned giving (standing orders)	5,335				5,335	5,361
Collections at services	3,773				3,773	7,648
All other giving and voluntary receipts	2,007				2,007	6,999
Gift Aid recovered	12,656				12,656	13,212
Legacies received (capital value)	5,000				5,000	
Grants (recurring and one-offs)	-				-	
	72,626	-	-	-	72,626	78,091

#### Activities for Generating Funds

Church lounge stalls	-				-	107
Parish magazine advertising	-				-	
Social events	149				149	1,158
	149	-	-	-	149	1,275

#### Investment Income

Interest & Dividends	7.3	465	853		1,317	1,363
Bank interest				1	1	7
		465	853	1	1,318	1,365

#### Church Activities

Statutory fees (weddings & funerals etc.)		4,311			4,311	1,919
Gross receipts from trading (room lettings etc.)		1,217			1,217	6,236
		5,528	-	-	5,528	8,149

#### Other Receipts

Insurance claims		238			238	27,001
Sale of assets		-			-	
Other					-	
		238	-	-	238	27,001

### 5 Payments Analysis

Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020	Total 2019
<b>Church Activities</b>						
<b>Mission, Giving &amp; Donations</b>						
Mission	-				-	893
Giving (Tithes)	-				-	-
Donations	-				-	200
	-	-	-	-	-	1,093



## Diocesan Parish Share contribution

Parish Share			54,000				54,000	54,000
			54,000	-	-	-	54,000	54,000

## Salaries, Wages and Honoraria

Wages and honoraria			-				-	120
			-	-	-	-	-	120

## Clergy and Staff Expenses

Working expenses of clergy			712				712	615
Vicarage council tax			3,211				3,211	3,091
Vicarage water rates			594				594	606
Clergy telephone/mobile/internet			-				-	
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Photocopier			-				-	
Cleaning			514				514	587
Upkeep of services			366				366	523
Upkeep of churchyard			165				165	25
Printing, postage & stationery			-				-	2
Other church running expenses			281				281	204
Governance Costs (checking accounts)			330				330	300
			9,118	-	-	-	9,118	8,402

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Gas			2,182				2,182	2,768
Water			268				268	236
			5,443	-	-	-	5,443	6,780

## Cost of Trading

Magazine expenses			276				276	
			276	-	-	-	276	

## Major Repairs to Church Building

Not covered by insurance			-				-	4,431
Covered by insurance			-				-	23,450
			-	-	-	-	-	27,881

## All Other Payments

			-				-	15
			-	-	-	-	-	15

6

## Cash Funds

## Year End Cash Funds - taken from bank statements etc.

Bank

General Account  
Unpresented Cheques  
Designated Funds Account  
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Deposit

Treasury Stock

Type	2020	2019
various	28,029	23,857
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Designated	7,550	6,350
Restricted	1,087	1,066
	36,665	31,044
Unrestricted	2,108	2,108



Cash

A M Walker

J Walker

Churchyard

Reserve

Petty Cash

Unrestricted	38		38
Designated	10,730		9,877
Unrestricted	310		279
Unrestricted	59		50
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Unrestricted	200		200
		200	200
		50,111	43,605

## 7 Investments

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- 8.1 The fraudulent direct debit that was set up in 2018 has not been recovered

## Investments held by Blackburn Diocese

Purpose	Acct. Nr.	Account Name	Type	Income	Cost	Shares	Price	Dividends	Payments	Value at 31 Dec 2020
---------	-----------	--------------	------	--------	------	--------	-------	-----------	----------	----------------------

## Fixed Interest Investments

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					6,010					36,645

## Deposits held by Blackburn Diocese

Purpose	Acct. Nr.	Account Name	Type	Income	Balance at 2 Jan 2020	Transfer	Receipts	Payments	Balance at 31 Dec 2020
---------	-----------	--------------	------	--------	-----------------------	----------	----------	----------	------------------------

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					12,362					13,245

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Independent Examiner's Report to the members/trustees of

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PCC of St John the Baptist Church Baxenden  
Charity number: 1137246

31 December 2020

1 to 7

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## Basis of Independent Examiner's Statement

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## Independent Examiner's Statement

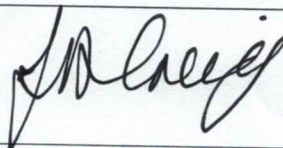
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1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records
- have not been met; or

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

Signed:



Date:

18/05/2021

Name:

JACQUELINE ANN CREIG

Relevant professional qualification(s) or body (if any):

FMAAT

Address:

PRINCIPLE ACCOUNTING  
RIBBLE COURT  
INERD WAY  
PRADIHAM  
BB12 7NG

