



# ST MARGARET'S

## PUTNEY

**Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council**

**for the year ended 31 December 2020**

**Vicar – The Reverend Dr Brutus Green**

**Bank:**

National Westminster Bank  
153 High Street,  
Putney, London SW15 1RX

**Examiner of Accounts:**

Mr E F Challen FCA  
303 Upper Richmond Road  
Putney, London SW15 6SS

**Church address**

Putney Park Lane  
Putney, London SW15 5HU



# ST MARGARET'S

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### **Financial review**

#### **The PCC's financial responsibilities**

As in all Church of England parishes the PCC must raise sufficient funds to maintain services in the church. The PCC does not own the church building or the grounds but is responsible for their upkeep, including insurance, repairs and decoration. The PCC is also responsible for the decoration of the vicarage.

The parish is asked to pay its share of the central costs of running the Church of England, which includes the salaries and pensions of the vicar as well as the central staff. This share is collected under the Parish Support Fund whereby each parish offers a pledge to the Diocese for its annual contribution.

#### **Restricted and unrestricted funds**

The PCC collects and spends its money on either a restricted or unrestricted basis. A restricted gift is one given (and accepted) under a limitation on its use imposed by the donor.

There are various restricted funds: the vicar's fund, specific donations and the fabric fund. There is also an external giving fund which is used to receive and disburse gifts for specific purposes made during the year. The specific donations fund holds major gifts made for specially stated purposes. The fabric fund, which is currently fully utilised, is used to pay for major works to the church, halls and grounds.

The unrestricted funds are the Church House fund, and the general fund. The first of these arose when it was necessary to show the Church House on the balance sheet at the time it was first let commercially. The general fund is the daily working fund of the PCC and it is freely available for all and any expenditure of the parish.

#### **The accounts**

The accounts which follow this review comprise three elements:-

The statement of financial activities shows the donations received and income from investments, hall lettings and fees, together with the expenditure of that money under the various specified headings which the PCC is required to use. Both the income and outgoings are split between unrestricted and restricted funds.

The balance sheet lists the assets and liabilities of the parish.

The notes to the accounts give further detailed information as required by law.



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### **Charity Status**

The Parochial Church Council of the Ecclesiastical Parish of St Margaret's, Putney has been registered as a charity since 24<sup>th</sup> August 2011, registered charity number: 1143534.

### **Risks**

The PCC is required to consider the risks it faces and the means to address them. Financially, the main risks are damage to the buildings, injury to those on site, financial loss of funds and, lastly, lack of enough income.

For the first two the PCC maintains insurance cover for both property and liability risks. There is also a fabric fund for major works, the replacement of the Church roof which may be required in the next few years. The buildings are inspected regularly by qualified surveyors.

As regards the financial risks, the cash assets are mostly deposited with Nat West Bank and the Central Board of Finance and the treasurer maintains checks to ensure that proper accounting is made of the money in the PCC's control.

Income and expenditure require constant review and are dealt with in the following section.

### **Commentary and the future**

#### **EXECUTIVE SUMMARY**

Our total funds reduced by some £7,000 during the year, a creditable result bearing in mind the restrictions on church attendance and the reduced opportunities to let the Halls. Subsequently unrestricted donations have more than compensated for the operating deficit of some £14,000. At the same time, thanks to further generous support of the congregation we have installed a sound and streaming system (cost £17,000) which has allowed up to 60 homes to receive regularly our church services online. Cash balances have remained stable at some £93,000. Other significant financial matters arising in the year were:

1. Our agreed contribution of £81,000 was paid in full by monthly instalments
2. Hall letting income reduced from £51,000 in 2019 to £37,000 in 2020, although the income from the Nursery School was only slightly reduced
3. Stewardship income including gift aid reduced from £111,000 in 2019 to £96,000 in 2020.

#### **LOOKING AHEAD TO 2021**

The restrictions on church attendance and hall lettings have continued in the first few months of 2021 with consequent effects on income. However, assuming restrictions are lifted in accordance with current Government plans we are optimistic that there will be only a small operating deficit in the current year.



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**On behalf of the PCC**

Andrew Gairdner  
(Churchwarden)

Michael Harrison  
(Churchwarden)



# ST MARGARET'S

## PUTNEY

Parochial Church Council of St Margaret, Putney

### Statement of Financial Activities Year ended 31st December 2020

		Unrestricted £	Restricted £	Total 2020 £	Total 2019 £
	Notes				
<b>Incoming Resources</b>					
Incoming resources from Generated Funds					
Voluntary Income	2a	£ 112,206	£ 29,287	£ 141,493	£ 165,522
Investment Income	2b	£ 21,600		£ 21,600	£ 21,600
Incoming resources charitable activities	2c	£ 47,853		£ 47,853	£ 58,396
Total incoming resources		£ 181,659	£ 29,287	£ 210,946	£ 245,518
<b>Resources expended</b>					
Charitable Activities	3	£ 195,457	£ 22,237	£ 217,694	£ 205,727
Total resources expended		£ 195,457	£ 22,237	£ 217,694	£ 205,727
<b>Net outgoing resources and Net movement in fund</b>					
		£ -13,798	£ 7,050	£ -6,748	£ 39,791
Reconciliation of Funds					
<b>Balance brought forward at 1<sup>st</sup> January</b>		£ 248,272	£ 32,190	£ 280,462	£ 240,671
Balance brought forward at 31 <sup>st</sup> December		£ 234,474	£ 39,240	£ 273,714	£ 280,462



# ST MARGARET'S

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Parochial Church Council of St Margaret's Putney

### Balance Sheet

At 31st December 2020

	Notes	2020	2019
		£	£
<strong>FIXED ASSESTS</strong>			
Fixed assets for charity use	4	165,000	165,000
<strong>CURRENT ASSETS</strong>			
Debtors	5	19,800	37,688
Short term deposits		24,000	24,000
Cash at the bank and in hand		70,509	68,765
		<u>114,309</u>	<u>130,453</u>
<strong>LIABILITIES</strong>			
Amounts falling due within one year			
Creditors	6	-5,595	-14,991
<strong>NET CURRENT ASSETS</strong>		<u>108,714</u>	<u>115,462</u>
Total assets less current liabilities		<u>273,714</u>	<u>280,462</u>
<strong>Finance by:-</strong>			
Unrestricted Funds		234,474	248,272
Restricted Funds		<u>39,240</u>	<u>32,190</u>
<strong>TOTAL FUNDS</strong>		<u><u>273,714</u></u>	<u><u>280,462</u></u>



# ST MARGARET'S

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### PAROCHIAL CHURCH COUNCIL OF ST MARGARET, PUTNEY

#### NOTES TO THE ACCOUNTS

For the year ended 31 December 2020

#### 1 Accounting policies

##### Basis of preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards and the Charities SORP.

The financial statements have been prepared under the historical cost convention.

##### Funds

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of groups that are informal gatherings of Church members.

##### Incoming resources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under covenant or otherwise is recognised only when received. Income tax recoverable on gift aid donations is recognised when the income is recognised.

Funds raised by events or campaigns are accounted for gross. Sales of books and magazines are accounted for gross. Rental income from the letting of Church premises is recognised when the rental is due.

Interest is recognised when received.

##### Resources expended

Grants and donations are accounted for when awarded.

The diocesan "Parish Support Fund" for each financial year is accounted in the year that it is payable.



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### **Fixed assets**

Consecrated and beneficed land and property thereon is excluded from the accounts by s.96(2)(a) of the Charities Act 1993. The exception is where such property is used for commercial purposes. This became the case in 2000 with Church House and, thus, a fixed asset is included for this property.

Moveable church fittings and furnishings held by the Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the Church's inventory, which can be inspected by application to the Churchwardens. The church hall is the only material operational asset.

For inalienable and operational assets acquired prior to 2000 there is insufficient cost information available and, therefore, such assets are not valued or included in the accounts. Items acquired since 1 January 2000 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially 4 years) on a straight-line basis. All such items are now written off.

Expenditure on the enhanced Sound System and Streaming equipment costing £17,023 in the year has been written off in the year rather than capitalised and written off fully in the year.

### **Current assets**

Amounts owing to the PCC at 31 December are shown as debtors less provision for amounts that may prove uncollectable.

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





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### 2 Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Incoming resources from generated funds</b>				
<b>2a Voluntary income</b>				
Stewardship	78,978		78,978	88,351
Income tax recoverable	17,759		17,759	23,230
Cash Collections	3,717		3,717	7,202
Sound and streaming donations		17,023	17,023	
Roof Appeal				17,415
Other Donations and Appeals	11,752	12,264	24,016	7,074
Choir robes, Parish Support				22,250
	112,206	29,287	141,493	165,522
<b>2b Investment Income</b>				
Interest				
Church House Rent	21,600		21,600	21,600
	21,600		21,600	21,600
<b>Incoming resources from charitable activities</b>				
<b>2c Weddings and Funeral Fees</b>	4,795		4,795	2,097
Events	5,209		5,209	5,235
	10,004		10,004	7,332
<b>To Generate Funds</b>				
Church Hall Lettings	37,849		37,849	51,064
<b>Total incoming resources</b>	<b>£181,659</b>	<b>£29,287</b>	<b>£210,946</b>	<b>£245,518</b>



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### 3 Resources expended

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<hr/>				
3a Charitable activities				
Overseas mission societies		44	44	172
Relief and Development agencies		3,504	3,504	2,581
Mission and Church Societies		1,670	1,670	1,863
		<b>5,214</b>	<b>5,214</b>	<b>4,616</b>
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3b The work of the church				
Diocesan Parish Support Fund	81,200		81,200	60,000
Clergy expenses	2,936		2,936	4,632
Church running costs	27,344		27,344	27,353
Church hall running costs	16,602		16,602	18,181
Church House running costs	500		500	6,497
Bank chargers				2,110
Upkeep of Services	32,503		32,503	28,264
Expenditure on fabric:-				
Sound System and Streaming	4,501	17,023	21,074	
Repair Porch	3,378		3,378	20,854
Signage	3,090		3,090	
Church Worker				2,979
Choir Robes				7,000
	<b>£ 171,604</b>	<b>£ 17,023</b>	<b>£188,627</b>	<b>£ 177,870</b>
<hr/>				
3c Management and administration				
Salaries and fees	23,853		23,853	23,241
<b>Total resources expended</b>	<b>195,457</b>	<b>22,237</b>	<b>217,694</b>	<b>205,727</b>
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	2020	2019
<b>4 Debtors</b>		
Income tax recoverable	18,000	30,000
Other debtors	1,800	7,688
	<b>19,800</b>	<b>37,688</b>
<b>5 Creditors</b>		
External giving grants payable	180	281
Other creditors	5,415	14,710
	<b>5,695</b>	<b>14,991</b>

### 6 Fund details

The unrestricted funds are the general fund, through which is passed normal church income and expenditure and a fund for the investment in Church House. The Restricted funds are the fabric fund, which includes amounts set aside by the PCC for fabric expenditure the specific donations fund and the vicar's restricted fund.

Movements on the funds during the year were: -

	Balance at 01.01.20	Incoming resources	Resources expended	Transfers	Balance at 31.12.20
	£	£	£	£	£
<b>Unrestricted funds</b>					
General	83,272	181,659	195,457		23,474
Church House	165,000				165,000
<b>Restricted funds</b>					
External giving					
Specific donations	31,000	29,287	22,237		38,050
Vicar's restricted	1,190				1,190
Fabric fund	-				
<b>Total Funds</b>	<b><u>280,462</u></b>	<b>210,946</b>	<b>217,694</b>		<b><u>273,714</u></b>

### 7. Staff costs and related party transactions

No member of the PCC received remuneration from the funds. No out of pocket expenses have been reimbursed to PCC members. The PCC has four part-time employees: an office administrator, music director and two cleaners, none of whom earned more than £50,000 pa or more. These church costs are analysed as follows.

	2020	2019
	£	£
Wages and Salaries	48,853	46,716



# ST MARGARET'S

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### **EXAMINERS REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF ST MARGARET'S CHURCH PUTNEY**

This report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 6 to 11, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 2011 ('the Act').

#### **Respective responsibilities of trustees and examiner**

As the members of the PCC, you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 43(2) and section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

#### **Basis of examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 (5)(6) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the Act; and to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

Mr E F Challen FCA  
303 Upper Richmond Road  
Putney, London SW15 6SS

1 July 2021