

## 7 Annual report of the PCC for the Year Ended 31 December 2023

St Philip's Church is situated on Halifax Road, Birchcliffe, Huddersfield. St Philip's is part of the United Benefice of St Cuthbert, Birkby and St Philip the Apostle, Birchcliffe in the Deanery of Huddersfield and the Diocese of Leeds within the Church of England.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission. (In 2013 St Philips PCC became a registered Charity – number 1150600)

PCC members who have served since the last APCM are: -

Priest	Rev'd Joanne Hustwick	
Curate	Rev'd Ruth Bradley	From 2020
Churchwardens	Mrs Valerie Lord	from 2019
	Mrs Ann Dyson	from 2022
Treasurer	Mr Chris Jones	
Deanery Synod Representatives	Alison Lobb Ruth Brooks	Elected in 2023 Elected in 2023
Elected Members	Walter Pell Audrey Shaw Mavis Smith Alison Lobb Ruth Brooks Andre Brooks Karen Haigh Jess Fort Michael Smith Chris Jones	from 2021 from 2021 from 2021 from 2022 from 2022 from 2022 from 2022 from 2023 from 2023 from 2023

### **Structure, Governance and Management**

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### **Objectives and Activities**

The PCC of St Philip's has the responsibility of co-operating with the Church Wardens, Mrs Val Lord and Mrs Ann Dyson, and with the Incumbent, Rev'd Joanne Hustwick, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church building and St Philip's Community Centre.

### **Committees**

The Standing Committee - This is the only committee required by law. It has the power to transact the business of the PCC between its meetings subject to any directions given by the PCC.

The PCC also operates through the following subgroups which meet in addition to PCC meetings:

- Finance Committee
- Fundraising Group
- Community Centre Management
- Worship Planning Group
- Building Group

### **Church Attendance**

Average Sunday attendance Adults: 25

Average number of children at All Age Worship Service: 2

Average Midweek attendance: 6

Baptisms: 5

Thanksgiving: 1

Weddings: 0

Funerals: 2 in church and 3 at Huddersfield Crematorium

Internment of Ashes 1

<b>Electoral Roll Information</b>	<b>April 2023</b>	<b>March 2024</b>
Number resident within the parish	46	46
Number resident outside the parish	24	25
<b>Total</b>	<b>70</b>	<b>71</b>



### **Review of the Year to December 2023**

The PCC has met 6 times during the year, with 1 Extra Meeting as mentioned below. The PCC operates through a series of sub-committees (listed above) each of which report back to full PCC meetings. In addition to the finance and general business of the PCC, the following topics have been discussed:

1. We adopted the safeguarding policy statement 'Promoting a Safer Church' (House of Bishops 2017) at the PCC Meeting in Spring 2023, and this is reviewed annually. The statement confirms that all people who work in the Church agree to abide by the policies, recommendations and guidelines established by the Church.
2. Our APCM was held in Church on April 23<sup>rd</sup> 2023 following the Sunday Service.
3. The Quinquennial Inspection was carried out by our architect/surveyor David Barker from ARH Architects, based in Huddersfield in January 2023
4. An Extra PCC meeting was held in March to discuss the running of the Community Centre
5. Discussion about receiving Communion in both kinds and this then started in August
6. A number of the congregation started attending a monthly Promoting Growth and Leadership course in Bradford which runs for 6 months

### **Financial review**

Total receipts on ordinary unrestricted funds were **£32,853** and are detailed in the financial statements. In addition receipts on restricted fabric funds were **£803** and **£8,746** of general funds were designated for fabric purposes. Restricted Community Centre funds were **£39,085**.

**£32,920** was spent to provide the Christian ministry from St Philip's Church, including 41% of our contribution to the Diocesan Parish Share), which largely provides the stipends and housing for the clergy. The sum that churches in the Diocese have to find is shared according to a formula that takes account of the size of congregations and income received by PCCs.

Excluding costs of fund raising activities, £876 was spent on the church fabric, this being the cost of the quinquennial inspection. All other fabric related expenditure was booked to the general fund as the policy of building up fabric funds to meet forthcoming expenditure was continued.

**£55,171** was expended on running the Community Centre.

The net result for the year was a deficit of receipts over payments of **£7,962**.

A more detailed review of the PCC's finances is contained in the Treasurer's report.

### **Reserves Policy**

A total of **£32,472** is held in the Fabric Fund, inclusive of the Unit shareholding valuation, of this **£5,464** are "restricted" funds. This is held to help fund improvements/repairs to the Church's fabric and are particularly important following the weather related damage caused earlier in 2021.

The balance of **£27,100** in the Community Centre Fund relates largely to the 'sinking fund' (**£25,799**) which is being held to fund future major repairs to the Community Centre, c.£2,500 of this will be expended in 2023 to cover costs relating to internal decoration of the centre. The PCC has agreed that were possible 10% of annual Community Centre income will be placed into this fund in future years. £1,301 of the overall amount is specifically for use in maintaining the Community Defibrillator.

The balance of **£2,145** in the Barlow Bequest Fund is held to help fund both the maintenance of the Church graveyard/grounds and the equipment required for any such maintenance.



**Independent Examiner's Report to the Parochial Church Council of  
St Philip's Church, Birchencliffe**

I report on the accounts of the St Philip's Church for the year ended  
31<sup>st</sup> December 2023

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

1. The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.



Name: Christopher Arckless  
Address: 68 Yew Tree Road  
Birchencliffe  
Huddersfield  
HD3 3QR

Date: 01/04/2024

# **FINANCIAL STATEMENTS** **For the year ending 31st December 2023**

## **Receipts and Payments Accounts**

	Note	General Fund	Unrestricted Funds Designated Fund Church Fabric	Designated Fund Barlow Bequest	Restricted Fund Church Fabric	Restricted Fund Community Centre	Restricted Fund Community Centre Stelling	TOTAL 2023	TOTAL 2022
<b>RECEIPTS</b>									
<b>Voluntary Receipts:</b>									
Planned giving		21,239	-	-	-	-	-	21,239	21,057
Collections at services		1,021	-	-	-	-	-	1,021	526
All other giving/voluntary receipts	5 (a)	191	-	-	-	2,657	-	2,848	3,769
Gift Aid recovered		4,717	-	-	-	-	-	4,717	4,603
		27,168	-	-	-	2,657	-	29,825	29,956
Activities for generating funds	5 (b)	3,832	7,995	-	803	-	-	12,631	12,082
Investment income	5 (c)	492	751	67	-	-	1,134	2,443	943
Church Activities	5 (d)	1,361	-	-	-	35,295	-	36,656	32,502
<b>Total Receipts</b>		<b>32,853</b>	<b>8,746</b>	<b>67</b>	<b>803</b>	<b>37,952</b>	<b>1,134</b>	<b>81,554</b>	<b>75,483</b>
<b>PAYMENTS</b>									
<b>Church Activities:</b>									
Diocesan parish contribution		14,000	-	-	-	-	-	14,000	14,500
Clergy and staffing costs		665	-	-	-	-	-	665	363
Church running expenses	5 (e)	15,223	876	-	-	-	-	16,099	9,573
Community centre running costs	5 (f)	-	-	-	-	55,171	-	55,171	29,451
Mission giving and donations	5 (g)	2,321	-	-	-	-	-	2,321	2,207
		32,199	876	-	0	55,171	0	88,246	56,113
Cost of generating funds		721	549	-	-	-	-	1,270	882
<b>Total Payments</b>		<b>32,920</b>	<b>1,425</b>	<b>0</b>	<b>0</b>	<b>55,171</b>	<b>0</b>	<b>89,516</b>	<b>56,995</b>
Excess of receipts over payments		(67)	7,321	67	803	(17,219)	1,134	(7,962)	18,488
Transfers between funds	3	0	0	-	0	8,802	(8,802)	-	-
Cash at bank and in hand at 1 Jan		9,493	16,183	2,079	4,661	3,885	39,302	75,603	57,115
Cash at bank and in hand at 31 Dec		9,426	23,504	2,145	5,464	4,533	31,634	67,641	75,603

# FINANCIAL STATEMENTS

## For the year ending 31st December 2023

### Statement of Assets and Liabilities

	Note	Unrestricted Funds						TOTAL 2023	TOTAL 2022
		General Fund	Designated Fund Church Fabric	Designated Fund Barlow Bequest	Restricted Fund Church Fabric	Restricted Fund Community Centre	Restricted Fund Community Centre - sinking		
<b>Cash Funds</b>									
Bank Current Account		9,302	7,817	-	-	4,653	3,217	15,683	16,837
Cash in Hand		39	-	-	-	120	-	160	120
Deposit Funds		85	15,687	2,145	5,464	-	28,416	51,798	58,645
		<u>8,427</u>	<u>23,504</u>	<u>2,145</u>	<u>5,464</u>	<u>4,533</u>	<u>31,633</u>	<u>67,641</u>	<u>75,603</u>
<b>Other Monetary Assets</b>									
Community Centre Rental Receivable									
Gift Aid Recoverable		4,500	-	-	-	3,996	-	3,996	2,787
								<u>4,500</u>	<u>4,500</u>
<b>Investment Assets</b>									
Investment fund shares at Market Value		45	3,503	-	-	-	-	3,548	3,241
<b>Assets retained for Church Use</b>							588,015	588,015	588,015
<b>Liabilities</b>									
Parish Share - Shortfall in Year		19,962						19,962	19,462
Electricity - Uninvoiced at the end of 2023		64				600		664	1,990
Gas - Uninvoiced at the end of 2023		1,147				1,264		2,411	3,416



## Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis
- Fixed assets retained for church use is the Community Centre in Briarlyn Road, constructed in 2008, at cost.
- The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
<b>Designated</b>					
Fabric Fund	16,183	8,746	1,425	-	23,504
Barlow Bequest	2,079	67	-	-	2,145
	<u>18,262</u>	<u>8,813</u>	<u>1,425</u>	<u>-</u>	<u>25,650</u>
<b>Restricted</b>					
Fabric Fund	4,661	803	-	-	5,464
Community Centre General	3,885	37,952	- 55,171	8,802	- 4,533
Community Centre Sinking	39,302	1,134	-	- 8,802	31,633
	<u>47,848</u>	<u>39,888</u>	<u>- 55,171</u>	<u>-</u>	<u>32,565</u>

The Fabric fund benefited from fund-raising events where funds were flagged for being for fabric related purposes which raised £803.

In addition proceeds from Tea Dances, along with 50% of income from other fund-raising events has also been assigned to the fabric fund (i.e. the designated element).

It is estimated that further work with a cost in excess of £70,000 will be required in the coming period. The cost of the quinquennial inspection was charged against the fabric fund.

The Barlow Bequest consists of funds left to the PCC many years ago and designated by the PCC for use specifically in maintaining the Graveyard.

All income arising from the Community Centre is set aside to be used solely for the running costs of the centre, rather than providing a source of income for the parish as a whole.

We endeavour to set aside 10% of Community Centre income to build a "sinking fund" from which major repairs and renewals to the centre can be funded. This was not possible due to expenses exceeding income in 2023.

Community Centre Restricted Funds includes the following for Defibrillator

Balance at 1st Jan 23	-
Income	2,657
Expenditure	<u>1,355</u>
Balance at 31 Dec 23	<u>1,301</u>

- Amounts are held in CBF Investment Accounts as follows:

	Bal b/fwd	Gain/Loss on Revaluation	Receipts/ Payments	Bal c/fwd
General Fund (Unrestricted)	41	4	-	45
Fabric Fund (Designated)	3,199	304	-	3,503
	<u>3,241</u>	<u>308</u>	<u>-</u>	<u>3,548</u>

Investment Holdings at 31/12/2023 are

General Reserve Fund: 2.01 Units in the CBF Church of England Investment Fund  
Church Fabric Fund: 154.96 Units in the CBF Church of England Investment Fund  
Unit price at 31/12/2023= £22.6053



## 5. Further Analysis of Receipts and Payments

	Note	General Fund	Unrestricted Funds Designated Fund Church Fabric	Designated Fund Barlow Bequest	Restricted Fund Church Fabric	Restricted Fund Community Centre	Restricted Fund Community Centre	TOTAL 2022	TOTAL 2021
<b>RECEIPTS</b>									
(a) All other giving/voluntary receipts									
Donation from Dramatic Society		-	-	-	-	-	-	-	1,875
Other Donations		191	-	-	-	-	-	191	1,895
Donations for Defibrillator		-	-	-	-	2,657	-	2,657	-
		191	-	-	-	2,657	-	2,848	3,769
(b) Activities for Generating Funds									
Fund-raising Events		3,025	2,515	-	803	-	-	6,343	6,369
Tea Dance		-	5,660	-	-	-	-	5,660	5,370
Photocopy Income		215	-	-	-	-	-	215	244
Coffee in Church		593	-	-	-	-	-	593	99
		3,833	2,595	-	803	-	-	7,231	12,062
(c) Investment Income									
Dividends on CGL Investment Funds		1	96	-	-	-	-	97	96
Bank and CGL Deposit Fund Interest		491	655	67	-	-	1,194	2,347	847
		492	751	67	-	-	1,194	2,344	943
(d) Church Activities									
Fees for Weddings and Funerals		1,361	-	-	-	-	-	1,361	332
Community Centre Letting Income		-	-	-	-	31,295	-	31,295	32,170
		1,361	-	-	-	31,295	-	32,656	32,502
<b>PAYMENTS</b>									
(e) Church Running Expenses									
Costs of Services		536	-	-	-	-	-	536	444
Heating, Lighting and Insurance		9,472	-	-	-	-	-	9,472	4,730
Photocopy		1,900	-	-	-	-	-	1,900	2,775
Church Repairs and Maintenance		2,891	-	-	-	-	-	2,891	1,027
Administration and Sundry expenditure		423	876	-	-	-	-	3,289	556
		15,223	876	-	-	-	-	16,099	9,573
(f) Community Centre Running Costs									
Heating, Lighting and Insurance		-	-	-	-	22,594	-	22,594	11,657
Cleaning & Maintenance		-	-	-	-	11,585	-	11,585	12,449
Upkeep & Maintenance		-	-	-	-	8,003	-	8,003	2,655
Grass Cutting and Grounds		-	-	-	-	2,554	-	2,554	2,424
Defibrillator		-	-	-	-	1,355	-	1,355	-
Disaster Relief (from Sinking Fund)		-	-	-	-	4,404	-	4,404	-
Fencing (from Sinking Fund)		-	-	-	-	4,398	-	4,398	-
Licences & Admin		-	-	-	-	276	-	276	366
		-	-	-	-	35,171	-	35,171	29,451
(g) Mission giving and donations									
Huddersfield Mission		275	-	-	-	-	-	275	250
Mother's Union		275	-	-	-	-	-	275	250
Mission Aviation Fellowship		275	-	-	-	-	-	275	250
Church Army		275	-	-	-	-	-	275	250
Tear Fund		275	-	-	-	-	-	275	250
Bible Society		275	-	-	-	-	-	275	250
The Welcome Centre		275	-	-	-	-	-	275	250
The Children's Society*		121	-	-	-	-	-	121	250
USPG		125	-	-	-	-	-	125	-
A Rocha		125	-	-	-	-	-	125	-
Royal British Legion		25	-	-	-	-	-	25	25
The Forget Me Not Trust		-	-	-	-	-	-	-	100
DEC (Ukraine Appeal)		-	-	-	-	-	-	-	77
Donation to Bishop of Huddersfield		-	-	-	-	-	-	-	5
		2,321	-	-	-	-	-	2,321	2,307

In addition various collections were facilitated through church, totalling £411 to 6 different beneficiaries

In addition various charitable causes received the benefit of subsidised hall hire

\* Payment of £125 offset by £3.55 received re Christmas which will be received in 2024.