



The Team Parish of
St Luke In The City
Liverpool

Annual Report of the Parochial Church Council

For the year ended 31st December 2020



The Team Parish of St Luke in the City, Liverpool
St Bride, St Dunstan, St Michael in the City
Parish Office: St Bride's Church, Percy Street, Liverpool L8 7LT
Office@stlukeinthecity.org.uk



Vicar's Report

Welcome to our Parish report covering this highly unusual year. Due to the Covid-19 pandemic, the 2020 annual meeting was delayed until October, but this report covers the whole of the calendar year 2020.

The pandemic has of course been the predominant theme and driver of events this year. Church services in all our buildings stopped in late March 2020, and we had to rapidly re-invent ways of being church and worshipping together for this new situation that we found ourselves in. From 17th March we have been holding morning prayer online, live-streamed on Facebook, and this has developed into a committed congregation in its own right. Sunday services were also moved to online for most of the year, with only a few services in the autumn and some services in Christmas week taking places in our churches. Five mailings with prayer resources have gone to our entire address list over the year, and from June a weekly telephone service was set up for those who were unable to access online services, particularly aimed at enabling the elderly St Michael's congregation to access worship. Open Table and A Taste of God quickly moved to meeting on Zoom, whilst sadly That Music Thing has had to be suspended altogether.

The PCC took the decision in June that we would work together as a parish, focusing our three church buildings on different areas of ministry as and when we were able to re-open. St Dunstan's, with the benefit of its large space, became our first church to re-open, initially for funerals only. Local funeral directors, and the diocesan Good Funeral Company, have been pleased to be able to offer families the option of a church space for their funeral that enables safe social distancing. St Michael's, easy to heat and ventilate, was designated for Sunday services and was able to hold some in person services in the autumn before rising local infection rates caused us to close that down again. St Bride's has been our designated social justice hub, and whilst it has remained closed for services due to the limitations of the building, it has remained open for the Micah foodbank throughout the pandemic. Our buildings administrator Jackie Corcoran, and churchwarden James Fleming who has taken the lead on Health & Safety, worked swiftly with Micah so that the foodbank never had to stop, and I want to pay tribute here to their hard work and dedication. The pandemic has meant a doubling of demand for the foodbank, with over 320 people being fed from St Bride's in a typical week this year. The community garden run by Faiths4Change at St Michael's also had to close its gates to the public, but the staff team have kept the development of the garden going over lockdown, and for some of the year the education courses run in partnership with Myerscough college were able to resume.

Financially, we were very concerned at the beginning of the pandemic, as buildings rentals ceased and collections and fundraising activities had to stop. We were relieved that the government furlough scheme enabled us to support our various staff through the enforced closure period, and we took the decision to top this up so that our staff weren't financially disadvantaged. We were also very grateful that the Diocese of Liverpool successfully bid for support from the national Church Commissioners charity, and this has subsidised our Parish Share this year and next year. Fortunately, the efforts that we have made over the past few years to diversify our income streams have paid off this year, as some rentals (the old churchyard at St Michael's currently used by local builders as a site office; the flat at St Michael's; car parking for James' Place staff at St



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Bride's, and the studio at St Bride's) continued, and our investment of the proceeds of the St Stephen's sale continued to provide income. We are also hugely grateful that people's generosity through planned giving continued, and this year has really demonstrated the stability that moving to most giving being done through direct debit or the Parish Giving Scheme can bring. With the shift to online services, we also developed an online giving platform which has enabled those who have joined us online to give easily and securely. To our great astonishment, all of our combined efforts have meant that we end the year in a better position than we started it, and I want to pay especial thanks to our treasurer, Ray Bissex, who has been a rock and whose generosity of time and spirit have been a huge support and gift to us in achieving this result.

There were several changes in our staff team this year. In January, Lilly Nelson was appointed as our new Student Chaplaincy Assistant. In February, we appointed Revd Laura Ferguson to the post of Team Vicar. Laura was just about to begin her maternity leave at that point, and so she started her ministry with us in September. It was a challenge to arrange an online licensing service, but a great delight to welcome her to the parish in such a memorable and unusual way. In March we said a sad farewell to our associate priest Jonathan Clatworthy, as he and Marguerite moved to be nearer family. It was a strange experience, as it was our last service before lockdown and we had to be distanced, with no physical contact and no refreshments. In May, Cate Jacobs, our ordinand in training, moved her parish placement from here to another church in the diocese to give her a wider experience. In June, our curate Louis Johnson was appointed, licensed initially as a Parish Assistant as the cathedral was unable to open at that point for ordination services. Louis was ordained deacon in September at a small and socially distanced ordination service which was surprisingly moving. Long serving Church Warden Dave Bradley also stepped down, with our grateful thanks for all his service, in October. We look forward to being able to have some proper celebrations with and of all these people as circumstances allow.

In the summer, we had to face the prospect of our usual Remembrance, All Souls and Christmas services not being possible. This made us think creatively about the outdoor space at our disposal. Laura co-ordinated a Remembrance Cairn, and we came up with the idea of the Christmas tree festival held outside in the grounds of St Bride's. We invited local charities, organisations and businesses to sponsor a tree, and were delighted to end up with 28 trees decorated by local schools, restaurants, theatres, charities, choirs and our own church groups. The festival was featured in the Liverpool Echo and for the whole of December the grounds were visited throughout the day by local residents, walkers and visitors. We were delighted that even in this strange year we had been able to pursue our aim to become a church more connected with our local community, residents and businesses alike.

Overall this year has been a totally unique and often very difficult experience for all of us. I have been so impressed with how positive and committed this whole church community has been, in the face of so many challenges. You have all gone to so much effort to maintain contact with each other, with those most in need, and with God, in so many different ways – some that have suited you well, some that have been very far from what you would have wanted. I feel that what God wants me to say to you all this year is: Well done, good and faithful servants.

Miranda Threlfall-Holmes, Team Rector



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Reference and Administrative Information

The Parochial Church Council of the Team Parish of St Luke in the City is a charity registered with the Charity Commission for England and Wales under reference 1152031.

The parish includes three churches: St Bride & St Saviour, located on Percy Street; St Dunstan on Earle Road, and St Michael in the City on Upper Pitt Street. The parish is part of the Diocese of Liverpool and its official correspondence address is:

St Luke in the City Parish Office, St Bride's Church, Percy Street, Liverpool L8 7LT.

For the period 1 January 2020, the following people served as members of the Parochial Church Council. The annual meeting was held on 11th October 2020 and some members changed then:

Team Rector	Rev. Dr. Miranda Threlfall-Holmes	
Team Vicar	Rev. Laura Ferguson (from 13 Sept)	
Curate	Rev. Louis Johnson (from 27 Sept)	
SSM Priest	Rev. Sara Doyle	
Reader	Dr. Chris Bartley	
Churchwardens	Chris Bartley (as above)	Dave Bradley (to 11 Oct) James Fleming (fr 11 Oct)
Deanery Synod representatives	Kieran Bohan Alan Fitzgerald	Helen Parker-Jervis Gary Sawyer (to 11 Oct) Christ Bartley (fr 11 Oct)
Elected members	Rose Green Sharon Ginley Hannah Dawson Karen McCaldon Gwyneth Evans Sue Say (fr 11 Oct)	Katie Adams (to 11 Oct) Jackie Fitzgerald (to 11 Oct) Pam Bishop (to 11 Oct) Emma Watson (fr 11 Oct) Lilly Nelson (fr 11 Oct)
Treasurer	Raymond Bissex	
Electoral Roll Officer	Jackie Corcoran	
PCC Secretary	Rose Green	



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Safeguarding Officers

Rose Green
Kieran Bohan

The licensed clergy and Reader are each ex-officio members of the PCC. The Team Rector is ex-officio Chair of the PCC.

Bankers:

Co-Operative Bank p.l.c.
P.O.Box 250, Skelmersdale, WN8 6WT

HSBC plc
99-101 Lord St Liverpool L2 6PG

Central Board of Finance of the Church of England
80 Cheapside London EC2V 6DZ

Independent Examiner

Mr. I Wright B.A. F.C.A.
15 Stretton Drive, Southport PR9 7DR

Legal Advisors:

Mr. H. Dellar
1, The Sanctuary, Westminster, Liverpool SW1P 3JT

Hill Dickinson LLP
1 St Paul's Square, Liverpool L3 9SJ

Estate Management:

PKPM Chartered Surveyors
Suite 7, Church House, 1 Hanover Street, Liverpool,
L1 3DN

Architects: (St Bride's)

Mark Pearce, Kepczyk Pearce Sanderson, 75 Wilmslow Rd,
Handforth, Wilmslow SK9 3EN

(St Michael's)

Stephen Glenwright, Donald Insall Associates,
Bridgegate House, 5 Bridge Place, Chester
CH1 1SA

(St Dunstan's)

Finlason Partnership Ltd
1 Cambridge Road, Hale, Altrincham WA15 9SY

Structure, Management and Governance

The St Luke in the City PCC is a body corporate and operates under the Parochial Church Councils (Powers) Measure 1956 and the Church Representation Rules.

The PCC business has three sub-committees, known as District Church Councils (DCCs). The DCCs of St Michael in the City, St Bride with St Saviour, and St Dunstan each manage local issues of finance, ministry, fabric and mission issues relating to each church and the area which that Church serves within the Team Ministry. They report back decisions made to the PCC. This year the DCCs have not been meeting during the pandemic.

The function of the PCC is to enable and support mission, to foster communication and collaboration between the individual churches as appropriate and to provide a



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framework of accountability to the Diocese, Charity Commission and other legal bodies.

The method of appointment of PCC members is set out in the Church Representation Rules. All church members are encouraged to register on the Electoral Roll and stand for election to the PCC.

Objectives and Activities

The general functions of the PCC are stated within section 2 of the Parochial Church Councils (Powers) Measure 1956.

Our specific objectives in 2020 were to:

1. Achieve a balanced budget by the end of this year
2. Deepen our links with and mission in our local communities
3. Develop links with local schools

Given the constraints that we have been operating under this year, we are delighted with progress towards these objectives, as outlined in the Rector's Report at the start of this report. Schools work has of course been most limited, but we were able to continue and develop new connections through the Christmas Tree Festival, and developing schools links is a key part of the our new Team Vicar's role description for the future.

The Electoral Roll

There are 93 people on the Electoral Roll of the parish: 58 at St Bride with St Saviour, 17 at St Dunstan and 18 at St Michael.

Public Worship

This has been very different this year, with our usual pattern disrupted by the pandemic.

Over this year, a new pattern has developed of daily morning prayer live streamed at 9.15 Monday-Friday, and a Sunday service live streamed at 10am. We created a new Facebook page for the whole Team Parish early in lockdown, in spring 2020, and these services have been for the whole parish rather than for individual church congregations. Typically around 12 (varying from 10 to 20) have attended morning prayer live each day, and around 35-40 attend Sunday worship live. However, one of the big differences with online services is that they have a considerable afterlife, and many people watch them later in the day or week. Services have been uploaded to YouTube and featured on the St Bride's website each day for most of 2020. It is impossible to tell from Facebook/YouTube viewing figures how many individual people have engaged with these services, but the St Luke in the City Facebook Page has 385 followers and service videos typically receive 100-200 'engagements' and 'views' over the week after they are uploaded.

The St Bride's FISH group for children and young people decided in the summer that they would like to meet monthly on Zoom, on a Sunday afternoon.



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Occasional offices have also been affected. We have had no weddings this year, and only one baptism. We have held 9 funerals over the year – fewer than expected given the pandemic, but the pressures on funeral directors have meant that many more funerals have been taking place directly at the crematorium. We anticipate a demand for memorial services in future years when the limits on numbers at public events are lifted.

Pastoral care and service to our community

As noted in the Rector's Report, the foodbank, operated by our partner charity Micah Liverpool, has continued to run throughout the pandemic period and has served double the number of people this year. A typical 'busy' week in previous years might see 160 people fed from St Bride's; now 320 a week is usual, and the busiest weeks have seen over 350 food parcels given out. This increase in demand has been driven by a variety of factors, which we hope to see change, but it is notable that local residents are increasingly aware that Micah foodbank is available to support them. Other foodbanks and food pantries are increasingly being opened in the local area to meet the increased demand, and several congregation members are involved in delivering these.

Other services that usually run from or are facilitated through our churches have been paused due to the infection risk, but Red Cross, Asylum Link and Refugee Women Connect continue to offer some services via telephone or online, and Micah volunteers – as well as members of the staff team in the parish – are able to refer people to these services as appropriate.

We were hugely grateful to our churchwardens for gathering together names and contact details in the last weeks before lockdown, and the extensive existing St Bride's e-news list has been repurposed to keep everyone who wishes in touch with the parish. Pastoral care has continued to be offered by telephone and – when possible – by offering doorstep or outdoor visits.

Bereavement and death have been major themes of the year for so many, and it has been a privilege to be able to offer St Dunstan's both for Church of England funerals and for Good Funeral Company celebrant funerals taken by Rev. Juliet Stephenson. In addition, Jackie O'Carroll from St Bride's was trained as a Death Doula in previous years, partially funded by a Deanery grant, and she has been able to develop this ministry in this year in a variety of creative ways.

Our student chaplain, Lilly Nelson, has also begun to develop online Grief Cafes, as well as making contact to offer friendship, support and a listening ear with residents in several of the student accommodation blocks in the parish.

Our Church Buildings

Our church buildings remain a challenge to us, and the lockdowns of 2020 meant that progress was slow on several ongoing issues.

At St Dunstan's, the organ sale was agreed, and a faculty application submitted seeking permission for this to go ahead. The Quinquennial Inspection is now seriously overdue but was delayed again



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due to architects working only from home. Some emergency roof repairs were carried out due to leaks in severe winter weather.

St Bride's continues to need roofing work, and we await fresh energy to re-open funding bids in the future. It was frustrating that we have not been able to progress the heating plans due to company reps not being able to make site visits. Plans to increase the number of toilets began, and the boiler in the narthex area was replaced.

Preliminary investigations were carried out into the drains issue at St Michael's, but again difficulties in carrying out site visits have meant progress has been slow. This will need to be addressed in 2021. The St Michael's Quinquennial Inspection was completed in early 2020.

Deanery, Diocese and the wider church and mission

Deanery Synod met online towards the end of the year, and we were delighted to hear that the diocesan efforts to gain funding support for parishes had borne fruit. Parish Share grants have been allocated, and Parish Share will be frozen for next year, with the prospect of additional support.

The diocesan strategy remains to ask God for a bigger church, making a bigger difference: more people knowing Jesus, more justice in the world. The Bishop of Liverpool launched his call to a Rule of Life: we are called to the inner journey, to Pray, Read and Learn, and to the outer journey, to Tell, Serve and Give. We are beginning to incorporate this into our parish plans, and in particular have been pleased this year to have developed a corporate rhythm of daily prayer online which focuses on the Pray, Read, Learn aspects.

This year we received grants from the Deanery Mission and Growth Fund towards Open Table, the development of the St Michael's site in partnership with Faiths4Change, and towards Choir/Pop Up Café development. The latter sadly ended up being impractical given the pandemic constraints, though fortunately we were able to allocate the grant towards the Christmas Tree Festival costs instead. We also received diocesan funding for our University Chaplaincy Assistant, Lilly Nelson, as part of the Strategic Development Fund project in collaboration with St James in the City.

Miranda Threlfall-Holmes serves on the Deanery Mission and Pastoral Committee and on Diocesan Synod and Bishop's Council, and is a Council Member of Modern Church. Kieran Bohan is Network Co-ordinator for the Open Table Network: over 2020, his main focus has been working towards establishing the Open Table Network as an independent charity, with registration approval expected in early 2021. Miranda Threlfall-Holmes and Phil Bishop are Trustees of Micah Liverpool.

St Michael in the City was awarded the Bronze Eco-Church Award, and we are working with Faiths4Change towards Eco-Church status for our other churches.

The trustees have followed the Charity Commission's guidance on public benefit.



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Finance

The Performance of Investments

The PCC's funds are held in current accounts with the Co-operative Bank and HSBC, in deposit accounts with the Church of England's Central Board of Finance Deposit Fund and the CBF Global Equity and CBF Church of England Property funds. The investments saw a net gain of £15,499 this year, which the PCC considered satisfactory given the prevailing economic conditions during the year.

Reserves Policy

The trustees have established the level of operating reserves (that is those funds that are freely available) that the charity ought to have, which is roughly equal to six months general expenditure, £100,000. Reserves are needed to even out any short term funding gaps between spending and related income – something that has been very clear this year, when income streams have been so disrupted. We have also continued to invest the capital realized from the sale of St Stephen's for income, holding this as an additional expendable reserve but with the aim of it providing a long term income stream. The PCC are content with the current level of reserves.

Income from lettings

Lettings of the church premises were down this year due to pandemic closures, but some individual lets were able to continue, and the pandemic meant that Legacie contractors extended their lease of the old churchyard at St Michael's, providing an unexpected boost to this income. Lettings income this year was a total of **£34,095** (compared with £41,752 in 2019).

Giving to the church

Our second largest source of income was giving by the congregation. Planned giving in 2020 was £20,740 (up from £18,252 in 2019), with an additional £6,359 given as donations and in collections. These gifts allowed us to reclaim £6,292 tax from HMRC making the total giving-related income **£33,391**. In addition we received £14,647 from grants from external bodies.

Financial Risk

The PCC aims in 2021 to agree budgets for our different streams of activity and expenditure, and to receive quarterly management accounts comparing actual performance with agreed budgets. Having finally turned around years of deficit budgets, the PCC is committed to sustaining balanced budgets in 2021 and beyond.

This year has shown that our income is very dependent on lettings. However, the diversification of our income streams gave us considerable resilience in the face of the pandemic. Notably the investment for income of the sale of St Stephens, and the increase in the number of people giving through the Parish Giving Scheme, were crucial in giving us a sustainable income through this year. Further promoting the PGS will be an important part of continuing to manage financial risk.

All assets are insured and levels are reviewed annually and approved by the PCC.



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Employees

The parish employed six part time staff: Jackie Corcoran as parish administrator and occasional organist/Director of Music (the latter post being a fixed term contract funded by a Deanery Mission and Growth Fund grant, ending in November 2020); Vicky Clarke, Gordon Kehoe and Daniel Fleming (to end March 2020) as cleaners/caretakers at St Michael's, St Dunstan's and St Brides' respectively; Lilly Nelson (term time only) as University Chaplaincy Assistant (funded by a grant from the Strategic Development Fund) and Hannah Dawson as leader of That Music Thing (funded by a grant from the Joshua Centre, to end March 2020).

The majority of these posts were furloughed or part furloughed for much of the year as many activities ceased. The PCC took the decision to top up the government 80% furlough grant so that our employees did not suffer financial hardship, noting that the sums involved would not damage the charity and that our long term relationships of trust with our staff are one of our most important assets.

Risk Assessments

Risk assessments are undertaken for all new or extraordinary undertakings, and the PCC monitors risk.

Covid-19 risk assessments were carried out following Church of England guidance in spring 2020, by a small group headed by James Fleming, and reviewed periodically when buildings opened and/or guidance changed. All other users of the buildings are being asked to submit their own Covid risk assessments for us to approve before any rentals can take place.

Compliance with Law and Regulation

Our procedures are reviewed regularly and formally reported to the PCC.

Safeguarding

The policy for Safeguarding was substantially updated in 2019 following new national advice, and is reviewed by the PCC annually. Safeguarding is a standing item on the PCC agenda. The Team Parish of St Luke in the City takes its duty and obligation to protect all extremely seriously. We have adopted the national Church of England's robust procedures and guidelines. You can find out more about the national policies and procedures at www.churchofengland.org/safeguarding

If you have any safeguarding concerns or issues on a safeguarding matter then you can find useful contact information at www.liverpool.anglican.org/safeguarding



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Looking forward: Objectives and Activities

The general functions of the PCC are stated within section 2 of the Parochial Church Councils (Powers) Measure 1956.

Our vision was renewed last year, and this vision continues to guide us. As a parish we aim to be 'Living Life in Full Colour from the Still Centre of God'.

Our three priorities in 2021 are rolled over from 2020:

- Sustainability: developing our financial resilience and developing as Eco-Churches
- Locality: deepening our roots in our local parish communities
- Growth: in numbers in our churches, in spiritual depth, and in service to our communities

In addition, we aim to contribute to the Deanery Priorities which are

- Developing Discipleship
- Strengthening Churches
- Developing Lay Leaders

Independent Examiner's Report

Report to the Parochial Church Council (PCC) of St Luke-in-the-City, Liverpool, charity number 1152031, on the accounts for the year ended 31st December 2020, as set out the following pages: Statement of Financial Activities, Balance Sheet and Notes.

Respective responsibilities of Trustees and Examiner

The PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to 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 PCC 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 PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

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

Ian Wright B.A. F.C.A.
Chartered Accountant
Southport



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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2020

		General	Restricted Funds	Total 2020	Total 2019
INCOME from:					
Donations	2	48,038	40,914	88,952	53,429
Charitable activities	3	1,897	121	2,018	18,227
Fundraising activities	4	35,025	29	35,054	42,646
Investments	5	16,438	4	16,442	6,106
Other	6	-	-	-	380,693
TOTAL INCOME		<u>101,398</u>	<u>41,068</u>	<u>142,466</u>	<u>501,101</u>
EXPENDITURE on:					
Charitable activities	7	95,048	21,382	116,430	128,956
Refurbishment	8	-	-	-	1,842
Other	9	1,685	300	1,985	2,455
TOTAL EXPENDENDITURE		<u>96,733</u>	<u>21,682</u>	<u>118,415</u>	<u>133,253</u>
Net income before gains and losses on investments		4,665	19,386	24,051	367,848
Net gains/(losses) on investments		15,499	-	15,499	(5,611)
Net income/(expenditure)		<u>20,164</u>	<u>19,386</u>	<u>39,550</u>	<u>362,237</u>
Transfers between funds		2,762	(2,762)	-	-
NET MOVEMENTS IN FUNDS		<u>22,926</u>	<u>16,624</u>	<u>39,550</u>	<u>362,237</u>
Total funds brought forward		441,301	6,954	448,255	86,018
Total funds carried forward		<u>464,227</u>	<u>23,578</u>	<u>487,805</u>	<u>448,255</u>

BALANCE SHEET AT 31ST DECEMBER 2020

	Note	Total 2020 £	Total 2019 £
FIXED ASSETS			
Tangible assets	11	-	169
Investments	12	403,723	388,224
		<u>403,723</u>	<u>388,393</u>
CURRENT ASSETS			
Debtors	13	159	1,401
Cash at bank and in hand	14	90,393	65,760
		<u>90,552</u>	<u>67,161</u>
CREDITORS: amounts falling due within one year	15	6,470	7,299
NET CURRENT ASSETS		<u>84,082</u>	<u>59,862</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>487,805</u>	<u>448,255</u>
FUNDS OF THE CHARITY	16		
Unrestricted		76,192	83,065
Designated		388,035	358,236
Restricted		23,578	6,954
		<u>487,805</u>	<u>448,255</u>

Approved by the Parochial church Council on

2021 and signed on its behalf by

Rev Dr Miranda Threlfall-Holmes



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1. Accounting policies

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Church Accounting Regulations 2006.

Funds

General funds represent the funds of the Parochial Church Council (PCC) that are not subject to any restrictions regarding their use and are available for application for the general purposes of the charity. Funds designated for a particular purpose by the trustees are also unrestricted.

Restricted funds are funds subject to specific conditions imposed by the donors or through the terms of an appeal.

Transfers of funds are made to recognise the release of restricted funds or to meet expenditure not covered by restricted income.

The financial statements include all transactions, assets and liabilities for which the charity is held responsible in law. They do not include the financial statements of groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Income

Donations, legacies and other voluntary income

Voluntary income received by way of grants, donations and gifts is included in the Statement of Financial Activities in the year in which it is received by or on behalf of the charity. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the repayment is received. Funds raised by seasonal fairs, fundraising events and similar events are accounted for gross.

The charity received substantial amounts of voluntary help from its supporters, but no attempt is made to place a financial value on these services and they have not been included.

Rental income

Rental income from the letting of the charity's premises is recognised when the rental is due.

Income from investments

Dividends and interest are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

Expenditure

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the PCC to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Tangible assets

Consecrated and benefice property is not included in the financial statements in accordance with the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the churches inventories, which can be inspected (at any reasonable time). For anything acquired prior to 2010 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment is depreciated on a straight-line basis over four years.

Investments

Investments are valued at initially at cost and subsequently at market value at the year end.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December.

Debtors

Amounts owed to the PCC at 31st December in respect of fees, rents, loans or other income are shown as debtors less provision for amounts that may prove uncollectable.

Cash at bank and in hand

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

	General Fund £	Restricted Funds £	Total 2020 £	Total 2019 £
2 Donations				
Gift aid donations	19,870	6,232	26,102	18,386
Income tax recovered	6,292	664	6,956	10,825
Other planned giving	870	40	910	711
Collections	1,315	141	1,456	5,907
Donations	5,044	4,747	9,791	3,581
Grants	14,647	29,090	43,737	14,019
	<u>48,038</u>	<u>40,914</u>	<u>88,952</u>	<u>53,429</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

	General Fund £	Restricted Funds £	Total 2020 £	Total 2019 £
3 Charitable activities				
Fees	1,851	-	1,851	4,216
Pilgrimage	-	-	-	3,707
Events	46	121	167	10,304
	<u>1,897</u>	<u>121</u>	<u>2,018</u>	<u>18,227</u>
4 Fund raising				
Rent receivable	34,175	-	34,175	41,752
Other	850	29	879	894
	<u>35,025</u>	<u>29</u>	<u>35,054</u>	<u>42,646</u>
5 Investments				
Interest	100	4	104	225
Dividends	16,338	-	16,338	5,881
	<u>16,438</u>	<u>4</u>	<u>16,442</u>	<u>6,106</u>
6 Other				
Insurance claim	-	-	-	3,232
Sale of property	-	-	-	377,461
	<u>-</u>	<u>-</u>	<u>-</u>	<u>380,693</u>
7 Charitable activities				
Missionary and charitable giving	3,300	100	3,400	1,532
Ministry				
Diocesan parish share	40,506		40,506	38,579
Stipend and salaries	12,198	6,400	18,598	19,795
Clergy housing costs	3,393		3,393	4,290
Clergy expenses	2,876		2,876	6,349
Other expenses	84		84	822
Pilgrimage and retreat	-		-	4,700
Church costs				
Council tax and water	422		422	1,809
Insurance	10,224		10,224	10,343
Heat and light	8,377		8,377	12,920
Maintenance	3,780		3,780	5,443
Churchyard	1,576		1,576	-
Security	1,248		1,248	1,248
Cleaning	2,877		2,877	3,152
Carried forward	<u>90,861</u>	<u>6,500</u>	<u>97,361</u>	<u>110,982</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

	General Fund £	Restricted Funds £	Total 2020 £	Total 2019 £
7 Note continued				
Brought forward	90,861	6,500	97,361	110,982
Music	145		145	1,463
Costs of services	288		288	1,684
Open Table	-	14,032	14,032	6,275
Youth work	-		-	200
Events	617	82	699	3,952
Training	100		100	445
Telephone	2,007	176	2,183	989
Sundries	-	-	-	139
Publicity	196	122	318	799
Depreciation	169		169	254
Administration	665	470	1,135	1,774
	<u>95,048</u>	<u>21,382</u>	<u>116,430</u>	<u>128,956</u>

8 Refurbishment	General Fund £	Restricted Funds £	Total 2020 £	Total 2019 £
Refurbishment	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,842</u>

No refurbishment work was undertaken during the year

9 Other	General Fund £	Restricted Funds £	Total 2020 £	Total 2019 £
Legal and professional fees	<u>1,685</u>	<u>300</u>	<u>1,985</u>	<u>2,455</u>

Included in the above expenditure are the following payments

	Total 2020 £	Total 2019 £
Independent examiner's fees	150	150
Other fees paid to the independent examiner	<u>-</u>	<u>-</u>
	<u>150</u>	<u>150</u>



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

10 Paid employees

Staff costs	2020	2019
	£	£
Salaries and wages	18,598	20,575
Employer's national insurance	-	-
	<u>18,598</u>	<u>20,575</u>

The average number of employees employed by the PCC during the year was 4 for 2020 and 5 for 2019.

The trustees received no remuneration during the year, however expenses were reimbursed for services other than as trustees.

There is no trustee indemnity insurance.

11 Tangible assets

	2020	2019
	£	£
Cost at 1 st January 2020	17,638	17,638
Additions at cost	-	-
Cost at 31 st December 2020	<u>17,638</u>	<u>17,638</u>
Depreciation at 1 st January 2020	17,469	17,215
Charge for the year	169	254
Depreciation at 31 st December 2020	<u>17,638</u>	<u>17,469</u>
Net book value	<u>-</u>	<u>169</u>

12 Investments

The investments held at the year-end are either investments listed on a recognised Stock Exchange or investments in authorised investment trusts.

	2020	2019
	£	£
Market value at 1 st January 2020	388,224	33,835
Additions		
CBF Global Equity Fund Income Shares	-	144,000
CBF Church of England Property Fund	-	216,000
Gain/(loss) on revaluation	<u>15,499</u>	<u>(5,611)</u>
Market value at 31 st December 2020	<u>403,723</u>	<u>388,224</u>
Historical cost	<u>393,000</u>	<u>393,000</u>



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

13 Debtors

	2020	2019
	£	£
Prepayments and accrued income	<u>159</u>	<u>1,401</u>

14 Cash at bank and in hand

	2020	2019
	£	£
Short term deposits	46,488	22,779
Cash at bank and in hand	<u>43,905</u>	<u>42,981</u>
	<u>90,393</u>	<u>65,760</u>

15 Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	<u>6,470</u>	<u>7,299</u>

16 Charity funds

Details of funds and movements during the CURRENT reporting period

	At 1 st January 2020	Income (inc. gains)	Expenditure (inc. losses)	Transfer of funds	At 31 st December 2020
		£	£	£	£
Unrestricted funds					
General fund	83,065	86,898	(96,533)	2,762	76,192
Designated funds	358,236	29,999	(200)	-	388,035
	<u>441,301</u>	<u>116,897</u>	<u>(96,733)</u>	<u>2,762</u>	<u>464,227</u>

	At 1 st January 2020	Income (inc. gains)	Expenditure (inc. losses)	Transfer of funds	At 31 st December 2020
	£	£	£	£	£
Restricted funds					
Open Table Network	464	27,288	(14,426)		13,326
University Chaplaincy	580	6,120	(3,930)	(2,770)	-
Restoration	787	4	-		791
Notice Boards	-	4,800	-		4,800
That Music Thing	3,140	-	(950)		2,190
Taste of God	645	-	(169)		476
Rushworths	150	-	-		150
Choir	1,100	1,640	(1,650)		1,090
Open Table Liverpool	88	1,216	(557)	8	755
	<u>6,954</u>	<u>41,068</u>	<u>(21,682)</u>	<u>(2,762)</u>	<u>23,578</u>
Total funds	<u>448,255</u>	<u>157,965</u>	<u>(118,415)</u>	<u>-</u>	<u>487,805</u>



NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

17 Charity funds

Details of funds and movements during the PREVIOUS reporting period

	At 1 st January 2019 £	Income (inc. gains) £	Expenditure (inc. losses) £	Transfer of funds £	At 31 st December 2019 £
Unrestricted funds					
St Luke in the City					
General	77,068	129,799	(118,024)	(5,778)	83,065
Designated funds	486	357,750	-	-	358,236
	<u>77,554</u>	<u>487,549</u>	<u>(118,024)</u>	<u>(5,778)</u>	<u>441,301</u>
Restricted funds					
Open Table Network	1,945	4,200	(5,681)	-	464
University Chaplaincy	4,695	-	(4,115)	-	580
Restoration	609	178	-	-	787
Pilgrimage	1,215	3,707	(4,700)	(222)	-
That Music Thing	-	-	(2,860)	6,000	3,140
Taste of God	-	1,900	(1,255)		645
Rushworths	-	590	(440)		150
Choir	-	1,250	(150)		1,100
Open Table Liverpool	-	1,727	(1,639)		88
	<u>8,464</u>	<u>13,552</u>	<u>(20,840)</u>	<u>5,778</u>	<u>6,954</u>
Total funds	<u>86,018</u>	<u>501,101</u>	<u>(138,864)</u>	<u>-</u>	<u>448,255</u>

18 Fund details

Details of the various funds held by the PCC are as follows:

Name of fund	Description, nature and purposes of the fund
Unrestricted funds	
General fund	From 1 st January 2019 there is a one General Fund.
Designated funds	Included is an investment of £360,000 to provide income
Restricted funds	Funds received for specific purposes.