

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley**

Registered Charity number 1153498



**Annual Report and Financial Statements
for the year ended 31 December 2021**

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley**

**Annual Report and Financial Statements
for the year ended 31 December 2021**

Contents	Page
Trustees' report	3 to 11
Independent Examiner's Report	12
Statement of financial activities	13
Balance sheet	14
Notes to the accounts	15 to 23

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Trustees' report for the year ended 31 December 2021

Aims and Purposes

All Saints Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of All Saints Church, Kirkgate.

Objectives and Activities

The mission statement of the church is 'Otley Parish Church – a place for everyone, with Christ at the Centre.' The variety of worship services held throughout each month as well as during the festival seasons aim to minister across the age spectrum of the parish. Our services and worship seek to assist people to put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer, learning about the gospel; and developing their knowledge and trust in Jesus;

Provision of pastoral care for people living in the Parish;

Missionary and outreach work.

To facilitate this work it is important to maintain the fabric of the Church Centre complex of All Saints.

Achievements and Performance

Incumbent

After 22 years in post, Rev Graham Buttanshaw decided to retire and concluded his time with the Church in November. Consequently the parish is in an interregnum and the PCC is working with the diocese to appoint a new vicar for the parish.

Graham's final service was held on November 21st with 230 in attendance. His wife, Janet, also led part of the service. This was followed by a luncheon. Presentations were made to both Graham and Janet. On Friday 19th November there was an invitation event for all Graham's contacts in Otley. Large numbers attended, a wonderful reflection of Graham's impact in the town.

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley
Trustees' report (continued) for the year ended 31 December 2021**

Achievements and Performance (continued)

Worship and Prayer

The PCC is keen to offer a range of services during the week and throughout the year that our community find both beneficial and spiritually uplifting. However, for the most part of the year services have had to be radically altered. 2021 has again been a very difficult year. Every Sunday in 2021 we live streamed the 10.30am service (except 26th December when there was no service). January 2021 started with a congregation in church – limited numbers, face coverings and no congregational singing. With high levels of infection we decided to hold services without congregation present from 17th January. In March a Zoom chat was offered following the streamed service which many enjoyed as a way of keeping in touch with each other. Thanks to Kevin Keefe for setting this up.

Easter Sunday, 4th April, was the next time we had a congregation in church for the main service. There were 2 communion services on that day to accommodate numbers. From 25th July we allowed congregational singing but still wearing masks. Seating was well spaced. Regular seating was restored for Graham's last service on 21st November and continued to the end of the year. There has been a communion service at 11am on a Tuesday on most weeks of the year. A weekly 8.30am Sunday communion service was started on 11th July and continued until 21st November. These are now reduced to the first Sunday in the month.

The nativity service was held on 19th December. Many thanks to Gill Park for organising such an interesting nativity in which all ages of the congregation took part. At 4pm a carol service was held with wonderful singing by the church choir led by Pam Beck. Two Christingle services were held on Christmas Eve with numbers restricted to 200. Tickets could be booked on Eventbrite. Unfortunately there was no midnight communion. On Christmas Day at 10.30 there was an all age communion service. The family matters section continued in the main service which included birthdays, anniversaries and photos.

During the year there were 24 funerals, 9 baptisms and 8 weddings.

Deanery Synod

This year Jill McKee is our representative on the Synod. In November Norman Barr was appointed as another representative.

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley
Trustees' report (continued) for the year ended 31 December 2021**

Achievements and Performance (continued)

The Church Centre Complex

The main Church building is the oldest building in Otley and is a Grade 1 listed building. The church building has been open during the day for private prayer. The church uses a semi-detached property, 'The Chestnuts' adjacent to the main building as its parish office but much of the office work was done remotely by Kevin Keefe until October.

All the usual groups and activities have had to be cancelled and no events happened during the lockdown. The church was open in September for the Heritage Open Weekend when the Display of Anglian cross pieces was a main part of the event. In October a 'Who's Who and What's What' was held from 4-6pm on 17th October. It was a chance to catch up with friends and meet new people. All the groups and activities had a stall explaining what they do and what is involved.

Pastoral Care

During this year it has been very difficult to maintain close contact with people. House groups continued to keep in touch with each other and raise any concerns about those who were struggling during the continuing lockdown. As well as the weekly Church Notice Sheet being sent by email, it was decided to post the 'In Touch' church magazine to the whole congregation and this had been greatly appreciated. Palm crosses were sent out with the March issue. Thanks to Stephen Hey for all his work in producing these and to those involved in posting them out.

We very much appreciated the work of Graham and Janet Buttanshaw, Jackie Hird and our occasional clergy and ask for God's blessing on them and their families. It is especially at these times of uncertainty that we value their faithful service, much of it unseen but so important.

Mission and Evangelism

Regular house groups meet for bible study, fellowship and prayer. We have 7 home groups with over 58 people meeting either weekly or fortnightly, but weekly during Advent and Lent when we all follow the same course. Most groups have adapted by having their meetings on Zoom but as the year has progressed some have met in gardens or houses where they can be well spaced.

The Sustainability Group has managed one socially distanced work party to cut down branches and tidy the grounds in October.

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley
Trustees' report (continued) for the year ended 31 December 2021**

Achievements and Performance (continued)

Ecumenical Relationships

The Church is a member of Otley Churches Together and Otley Prayer Network. There were no face to face gatherings in churches. Once again we could not have the Easter Cross on the Chevin. The international 'Thy Kingdom Come' days between Ascension Day and Pentecost Sunday used online written material. The first Saturday of the month Prayer Breakfasts were also celebrated using written devotions until the first physical meeting in October. A special lunch meeting was held in November as a farewell to Graham. Another special lunch meeting was held to consider the future of Churches Together in Otley and this will be reviewed early in 2022. The church is involved in the steering group of the separate charity, Otley Youth and Community Centre. Our hope is that interconnectedness with other Christians across the town will continue to be part of our thinking at Otley Parish Church.

Administration

Our new Church Administrator, Sarah McCormack was appointed in October. We wish her success in her new post.

Our Church Treasurer, Norman Barr, retired in October after serving for over 11 years in that role. We are extremely grateful to Norman for his expertise, wisdom and diligence in performing the role of Treasurer and guiding the Church through a number of difficult financial issues and property disposals.

Financial Review

The restrictions as a result of the global pandemic have continued to impact Church finances. No cash collections were taken at any service during last year and there were very few lettings of Church premises. However regular giving by standing order was maintained and there was a significant increase in one-off gifts direct to the Church bank account, both for general and charitable purposes.

As another consequence of the pandemic, fund raising produced limited income. The Friday and Saturday cafes remained closed. Likewise Little Rascals remained closed until late in the year and there were no other large events. It was agreed that the Beer Festival should donate all its surplus to other charitable causes. It was decided that FATSO (For All the Saints in Otley) monthly fund raising activity be discontinued. A final contribution from FATSO of £228 was received in December and we are grateful to those who organised this activity and to those who contributed in this way over a number of years. With the Church premises re-opened, there was a large increase in fees from weddings and funerals.

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley
Trustees' report (continued) for the year ended 31 December 2021**

Financial Review (continued)

Total receipts on unrestricted funds were £126,287. Unrestricted voluntary donations amounted to £94,847 with a further £18,627 recovered through Gift Aid. Grants of £334 and an unrestricted legacy of £500 were also received, making total voluntary income of £113,474, a decrease of less than 1% on 2020. Activities for generating funds raised £673 and deposit interest of £25 was received.

Total fees received for weddings and funerals amounted to £10,015. Lettings of the Church centre gave income of £2,100, of which £1,320 was for the regular use of The Chestnuts by the Otley Christian Resources Hub (OCRH).

£127,553 was spent from unrestricted funds to provide the ministry of All Saints - a decrease of £12,936 from 2020. From the start of 2021 it was decided that designated gifts for other charities would be accounted for through a separate fund and this explains about one third of the decrease in spending. There was also a large fall in spending as a result of not appointing a new Administrator until late in the year. We were again able to pay our diocesan share in full in 2021. In the autumn the Diocese asked for churches to consider making an extra contribution to counter the inability of many to pay their full share due to decreased giving. The PCC recognised that our share for 2021 still did not reflect the increase in the size of our congregation. In the light of this, our healthy reserves and concern to help the Diocese at this challenging time, it was agreed to make a further payment of £5,000. The majority of our running costs remain lower than before the pandemic and there was no depreciation on church equipment.

Some larger non-recurring repairs totalling £6,989 have been met from the designated funds held for the upkeep of the fabric of the church building. The costs of £3,072 incurred for displaying the Anglo Saxon crosses identified in the Church building were met from the Restricted Fabric Fund. £4,261 remaining in the Betty Tempest was used to help Third World causes in accord with her expressed wishes; £3,000 for a hospital in Uganda and £1,261 to Tearfund for general relief work. The cost of Easter packs for two local schools totalling £676 was met from the Gill family donation. The church was unsuccessful in securing the purchase of the redundant Salvation Army building. The PCC is continuing to review potential uses of the funds released by the sale of the Newall Hall.

The large deficit on Designated Funds was because of the final distribution of the Tempest legacy, together with £6,989 spent from the Fabric Fund on Church building maintenance. The latter included redecoration of the parish room and repairs to the Church's electric doors.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Trustees' report (continued) for the year ended 31 December 2021

Reserves Policy

Following the sale of the Church Hall the PCC carried out a review of this policy. The first part of the policy is to maintain a balance on unrestricted together with designated funds that equates to at least six weeks unrestricted payments. This is equivalent to £15,000. Following the sale of the Hall our present unrestricted reserves total £153,841. We also target to hold at least £50,000 in the restricted Fabric Fund to take account of our responsibility in maintaining a Grade 1 listed building and the oldest building in Otley. The current balance on the Fabric Fund is well in excess of this at £86,807. There are plans for substantial further building maintenance and repair during 2022.

Prevailing advice is that a lower and upper threshold for our reserves should be in place. It was decided in 2020 that a lower threshold of £30,000 and an upper threshold of £100,000 be our policy. This would always take account of any planned capital expenditure. The PCC is aware that our reserves are extremely healthy and will continue to keep this under review and consult closely with the new vicar when appointed.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. We particularly want to mention our church wardens Barry Milner and Kevin Keefe who work tirelessly on our behalf. They have had to take on extra duties with the retirement of Reverend Graham Buttanshaw and also doing the duties of church administrator until the appointment of Sarah McCormack. Our Safeguarding Officer, Jenny Liston, ensures that the church complies with all safeguarding legislation with access to the necessary help, advice and training provided by the Diocese.

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure (1956) as amended and Church Representation Rules 2020. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At All Saints the membership of the PCC comprises the incumbent (our vicar), Church Wardens and other members elected by those members of the congregation who are on the electoral roll of the church. All those who regularly attend church are encouraged to register on the Electoral Roll and stand for election to the PCC.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Trustees' report (continued) for the year ended 31 December 2021

Structure, Governance and Management (continued)

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley' was granted registered charity status in 2013 by the Charity Commission (Registered charity number 1153498).

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

The full PCC met eight times (mostly on Zoom) during the year with an average attendance of 94%. Given its wide responsibilities the PCC has a number of committees each one dealing with a particular aspect of parish life. The agenda remains wide and varied, including mission, finance, properties, health and safety, safeguarding.

The committees include pastoral, prayer, sustainability group, local to global group, beer festival, bell ringers and communications. All committees are responsible to the PCC and report back to it regularly, informing the full PCC of decisions reached and discussed as necessary. A regular report is also received from the Foundation Governors of All Saints School. An APCM was held on 25th April on Zoom.

Administrative Information

Otley Parish Church is situated in Kirkgate, Otley, West Yorkshire LS21 3HS and is part of the Diocese of Leeds within the Church of England. The correspondence address is: The Chestnuts, Burras Lane, Otley LS21 3HS

The Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity (number 1153498).

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley**
Trustees' report (continued) for the year ended 31 December 2021

Administrative Information (continued)

PCC members who have served at any time from 1st January 2021 until the date of this report:

Clergy:	Rev. Graham Buttanshaw	Vicar and Chairperson until November 2021
Church Wardens:	Mr. Barry Milner Mr. Kevin Keefe	
Elected members:	Mr. Allan Boddy Mr. Norman Barr Mr. Ken Dale Mrs. Rosemary Ellen Mrs. Jacqueline Hird Mr. Martin Hird Mrs. Maguerita Lolashvili Mrs. Glynis Milner Mr. Anthony Pike Dr. John Simkins Mrs. Zoe Smith	Vice Chairperson Treasurer until October 2021 Secretary Member from July 2021 and Treasurer from October 2021

The Vicar, Church Wardens and elected members of the PCC are all trustees of the charity.

Other Officers (not Trustees):

Readers	Mrs. Janet Buttanshaw Mrs. Jacqueline Hird	until November 2021
Deputy Church Warden:	Mrs. Barbara Nicholls	
Church Administrator: Deanery Synod	Ms. Sarah McCormack	from October 2021
Representatives:	Mrs. Jill McKee Mr. Norman Barr	
Safeguarding Officer:	Ms. Jennifer Liston	

**The Parochial Church Council of the
Ecclesiastical Parish of All Saints, Otley**
Trustees' report (continued) for the year ended 31 December 2021

Administrative Information (continued)

Advisers

Independent Examiner: Claire Welling
West Yorkshire Community Accounting Service
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bankers: Barclays Bank UK PLC
Leicester
LE87 2BB

Investment Manager: Epworth Investment Management Ltd.
9 Bonhill Street
London
EC2A 4PE

The Trustees' Annual Report and Financial Statements were approved by the PCC on 14th March 2022 and signed on their behalf by Mr. Allan Boddy (Vice Chairperson).

Signed

The Parochial Church Council of the Ecclesiastical Parish of All Saints Otley

Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of All Saints Otley

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021, which are set out on pages 6 to 12.

Responsibilities and basis of report

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


I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. 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 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Signed:  Name: Claire Welling

21/3/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Statement of Financial Activities for the year ended 31 December 2021

	Notes	2021 Unrestricted funds £	2021 Designated funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Voluntary income	2(a)	113,474	10,677	320	124,471	124,473
Activities for generating funds	2(b)	673	-	-	673	3,155
Income from investments	2(c)	25	-	-	25	569
Church activities	2(d)	12,115	-	-	12,115	8,904
Total income		126,287	10,677	320	137,284	137,101
Expenditure						
Church activities	3(a)	127,085	22,356	3,072	152,513	151,042
Raising funds	3(b)	468	-	-	468	1,770
Total expenditure		127,553	22,356	3,072	152,981	152,812
Net income / (expenditure)		(1,266)	(11,679)	(2,752)	(15,697)	(15,711)
Transfers between funds	6	720	(720)	-	-	-
<u>Other recognised gains/(losses):</u>						
Other gains/(losses)		-	-	-	-	22,515
Net movement in funds		(546)	(12,399)	(2,752)	(15,697)	6,804
Fund balances brought forward		344,163	37,624	99,471	481,258	474,454
Fund balances carried forward	11-13	343,617	25,225	96,719	465,561	481,258

All incoming resources and resources expended derive from continuing activities.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Balance sheet

as at 31 December 2021

	Notes	2021 Total £	2020 Total £
Fixed assets			
Tangible assets	7	215,000	215,000
Investments		-	-
Total fixed assets		<u>215,000</u>	<u>215,000</u>
Current assets			
Debtors and prepayments	8	5,676	5,407
Short term deposits	9	236,191	253,166
Cash at bank and in hand	9	10,091	10,184
Total current assets		<u>251,958</u>	<u>268,757</u>
Current liabilities:			
amounts falling due within one year			
Creditors and accruals	10	1,397	2,499
Total current liabilities		<u>1,397</u>	<u>2,499</u>
Net current assets / (liabilities)		<u>250,561</u>	<u>266,258</u>
Total assets less current liabilities		<u>465,561</u>	<u>481,258</u>
Net assets		<u>465,561</u>	<u>481,258</u>
Funds			
Unrestricted funds		343,617	344,163
Designated funds		25,225	37,624
Restricted funds		96,719	99,471
Total funds		<u>465,561</u>	<u>481,258</u>

The financial statements were approved by the Parochial Church Council on

Date: 14 March 2022

Signed: 

Name Mr. Allan Boddy

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts for the year ended 31 December 2021

1 Accounting policies

Basis of accounting

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions. 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) (effective 1 January 2019). There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The Church has since March 2020 been impacted by the global Covid-19 pandemic. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Incoming resources

Income in the Statement of Financial Activities is recognised when the Church has entitlement to the funds, any performance conditions attaching to the item(s) have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations, grants, gifts and lettings income are recognised when receivable.

Income from legacies is recognised once probate has been granted, provided that sufficient information has been received to enable valuation of the Church's entitlement.

Expenditure and liabilities

Expenditure is included in the Statement of Financial Activities on an accruals basis and includes irrecoverable VAT.

Staff costs

The costs of short term employee benefits are recognised as expense where settlement of obligations does not fall within the same period.

Pension costs

The church participates in the Pension Builder Scheme section of CWPF for lay staff, which is a multi employer defined benefit pension scheme. The charity is unable to identify its share of the assets and liabilities and there is no requirement for deficit payments at the current time. In accordance with FRS 102, amounts paid to the scheme are accounted for as if they were those of a defined contribution scheme. No payments were made in 2021 since our one employee has not yet joined the scheme.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts for the year ended 31 December 2021

1 Accounting policies continued

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts in kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

Freehold land and property:	nil
Equipment and furnishings:	4 years

Most of the equipment and furnishings were purchased six years ago and are fully depreciated. The trustees estimate that the residual value of equipment and furnishings is not less than £5,000 and this value is reflected in the balance sheet.

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the PCC in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the PCC for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

The charity has no endowment funds.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts continued for the year ended 31 December 2021

2 Income

2(a) Voluntary income

	2021 Unrestricted funds £	2021 Designated funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Planned Giving				-	
Gift Aid Donations	63,967	240	-	64,207	67,919
Tax recoverable	15,992	60	-	16,052	18,540
Other donations	13,369	-	-	13,369	10,128
Collections at services	-	-	-	-	7,882
Other donations	16,677	9,675	-	26,352	13,696
Tax recoverable	2,635	455	-	3,090	424
Restricted donations	-	-	-	-	5,140
Grants	334	247	320	901	-
Legacies	500	-	-	500	744
	<u>113,474</u>	<u>10,677</u>	<u>320</u>	<u>124,471</u>	<u>124,473</u>

Grants represent monies received under The Listed Places of Worship (LPW) Grant Scheme, which gives grants that cover the VAT incurred in making repairs to listed buildings in use as places of worship.

2(b) Activities for generating funds

Café	-	-	-	-	1,525
FATSO	228	-	-	228	1,000
Little Rascals	-	-	-	-	470
Other events	-	-	-	-	160
Church centre lettings	445	-	-	445	-
	<u>673</u>	<u>-</u>	<u>-</u>	<u>673</u>	<u>3,155</u>

2(c) Investment income

Deposit interest	25	-	-	25	569
	<u>25</u>	<u>-</u>	<u>-</u>	<u>25</u>	<u>569</u>

2(d) Church activities

Fees for wedding and funerals	10,015	-	-	10,015	3,598
Church centre and hall lettings	2,100	-	-	2,100	2,925
Outreach events	-	-	-	-	2,381
	<u>12,115</u>	<u>-</u>	<u>-</u>	<u>12,115</u>	<u>8,904</u>

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts continued for the year ended 31 December 2021

3 Expenditure

3(a) Church activities

	2021 Unrestricted funds £	2021 Designated funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Missionary and charitable giving					
Overseas: Kisiizi Hospital	-	3,570	-	3,570	2,973
Christian Aid	-	1,349	-	1,349	-
Tearfund	-	1,261	-	1,261	-
Kiwoko Hospital	-	-	-	-	2,400
LDBF Sudan Appeal	-	-	-	-	1,000
Home: OCRH	1,320	676	-	1,996	1,200
Otley Food Bank	40	7,261	-	7,301	300
Caring for Life	-	1,250	-	1,250	1,386
Children's Society	-	-	-	-	985
Sundry	-	-	-	-	115
Diocesan parish share	90,752	-	-	90,752	93,216
Clergy and staffing costs	2,046	-	-	2,046	7,829
Costs of services	4,157	-	-	4,157	3,097
Costs of outreach events	-	-	-	-	2,381
Fees & costs for weddings and funerals	1,584	-	-	1,584	-
Administration expenses	5,553	-	-	5,553	5,434
Church centre running expenses	13,577	-	-	13,577	17,316
Church centre repairs and maintenance	8,056	6,989	3,072	18,117	8,941
Newall Hall running costs	-	-	-	-	1,599
Salvation Army development fee	-	-	-	-	870
	<u>127,085</u>	<u>22,356</u>	<u>3,072</u>	<u>152,513</u>	<u>151,042</u>

3(b) Raising funds

Costs of enabling donations	468	-	-	468	-
Fund raising events	-	-	-	-	1,770
	<u>468</u>	<u>-</u>	<u>-</u>	<u>468</u>	<u>1,770</u>

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts continued for the year ended 31 December 2021

4 Analysis of expenditure including allocation of support costs

	Direct costs £	Support costs £	Total £
Church activities	149,891	2,622	152,513
Raising funds	364	104	468
	<u>150,255</u>	<u>2,726</u>	<u>152,981</u>

	2021 Unrestricted funds £	2021 Designated funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Support costs					
IT costs, software and copyright licences	1,902	-	-	1,902	1,847
Independent examination fee	720	-	-	720	720
Raising funds	104	-	-	104	117
	<u>2,726</u>	<u>-</u>	<u>-</u>	<u>2,726</u>	<u>2,684</u>

5 Staff costs and Trustee expenses

	2021 £	2020 £
Gross salaries	1,477	5,614
Pensions	-	287
	<u>1,477</u>	<u>5,901</u>

The average number employees during the year was 0.2, being an average of 0.1 full time equivalent (2020: 0.6, 0.1 FTE).

Defined benefit pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	-	287

There were no outstanding contributions at the year end.

The Church had no employees enrolled in the scheme during 2021. A previous employee enrolled in the scheme left in July 2020.

The Church relies on the services of volunteers to assist with the management of the Church. This intangible cost is not included in the Statement of Financial Activities, since there is no measurable cost to the volunteers of their service.

The members of the PCC are considered to be the key management personnel of the Church. No trustee is remunerated by the Church. Seven trustees (2020: seven) received expenses totalling £5,681 (2020: £4,324) in respect of travel, pastoral care, training, stationery, equipment and sundry purchases made on behalf of the Church.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts continued for the year ended 31 December 2021

6 Analysis of transfers between funds

	Unrestricted £	Designated £	Total £
Governance costs	720	(720)	-

The PCC authorised the transfer of £720 from the Hindle to the General Fund to cover the cost of the fee for Independent Examination for 2020.

7 Tangible assets

	Property	Church equipment	Total
Cost		£	£
At 1 January 2021	210,000	5,000	215,000
Additions	-	-	-
Disposals	-	-	-
At 31 December 2021	<u>210,000</u>	<u>5,000</u>	<u>215,000</u>
Net book value			
At 31 December 2021	<u>210,000</u>	<u>5,000</u>	<u>215,000</u>
At 31 December 2020	<u>210,000</u>	<u>5,000</u>	<u>215,000</u>

The premises at The Chestnuts, Burras Lane are included in the balance sheet at open market value as at 1 January 2014, the date of transition to FRS102, which has been adopted as original cost in accordance with the provisions of the reporting standard.

8 Debtors and prepayments

	2021 £	2020 £
Debtors		
Tax recoverable under gift aid	4,926	5,211
Legacy	500	-
Other	250	196
Prepayments	-	-
	<u>5,676</u>	<u>5,407</u>

9 Cash at bank and in hand

	2021 £	2020 £
Barclays Bank Business Current Account	10,091	9,594
Virgin Money Business Current Account	-	590
Barclays Bank Business Premium Account	35,783	52,778
Epworth Cash Plus Fund	<u>200,408</u>	<u>200,388</u>
	<u>246,282</u>	<u>263,350</u>

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts continued for the year ended 31 December 2021

10 Creditors and accruals	2021	2020
	£	£
Creditors - utility costs	316	1,779
Independent examiner's fee	720	720
Other accruals	361	-
	<u>1,397</u>	<u>2,499</u>

11 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Charitable Donations Fund	-	10,430	10,430	-	-
Fabric Fund (designated)	25,889	247	6,989	-	19,147
Covid Fund	625	-	-	-	625
English Fund	3,000	-	-	-	3,000
Gill Fund	1,328	-	676	-	652
Hindle Fund	2,521	-	-	(720)	1,801
Tempest Fund	4,261	-	4,261	-	-
	<u>37,624</u>	<u>10,677</u>	<u>22,356</u>	<u>(720)</u>	<u>25,225</u>

Fund name	Purpose of designation
Charitable Donations Fund	Designated gifts for other charitable causes.
Fabric Fund (designated)	Legacies and other funds designated for funding maintenance and improvement of the Church building.
Covid Fund	Donation designated to help those suffering financially from the effects of the pandemic.
English Fund	Donations in memory of Jeff English designated to fund outreach events.
Gill Fund	Donations in memory of Bernard Gill designated to fund outreach events.
Hindle Fund	Legacy designated to meet non-recurring expenditure.
Tempest Fund	Legacy designated to support Christian work in the developing world.

12 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Fabric Fund (restricted)	89,558	320	3,072	-	86,806
Bells Fund	9,001	-	-	-	9,001
Altar, Flower and Bible Fund	912	-	-	-	912
	<u>99,471</u>	<u>320</u>	<u>3,072</u>	<u>-</u>	<u>96,719</u>

Fund name	Purpose of restriction
Fabric Fund (restricted)	Legacies and other funds restricted to funding maintenance and improvement of the Church building.
Bells Fund	Funds raised by the team of bellringers restricted to be used for works to the bells or equipment used in the bell tower
Altar, Flower and Bible Fund	Donations restricted for use to maintain the altar table equipment, the purchase of flowers and the provision of Bibles to children being baptised.

13 Unrestricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
General Fund	344,163	126,287	127,553	720	343,617

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts continued for the year ended 31 December 2021

14 Summary of Assets by Fund

	2021	2021	2021	2021	2020
	Unrestricted	Designated	Restricted	Total	Total
	funds	funds	funds	funds	funds
	£	£	£	£	£
Assets:					
Tangible fixed assets	215,000	-	-	215,000	215,000
Short term deposit accounts	114,247	25,225	96,719	236,191	253,166
Cash at bank	10,076	15	-	10,091	10,184
Debtors	5,291	385	-	5,676	5,407
Liabilities:					
Creditors and accruals	(997)	(400)	-	(1,397)	(2,499)
	<u>343,617</u>	<u>25,225</u>	<u>96,719</u>	<u>465,561</u>	<u>481,258</u>

15 Related party transactions

Four related parties (2020: two) received amounts totalling £1,389 (2020: £278) as reimbursement of expenses or payments for work done on behalf of the Church.

Mrs. J Buttanshaw	£60	Lay reader's book allowance
Mr. T Buttanshaw	£52	Verger's fee
Mr. M Smith	£1,137	Work done for the Church (£992) and expenses reimbursed for Church youth work (£125)
Webshare Solutions Ltd.	£150	Fee for hosting Church website

Mrs. J Buttanshaw and Mr. Martyn Smith are married to PCC members. Mr. T Buttanshaw is the son of a PCC member. Webshare solutions is a company controlled by the son of a PCC member.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

Notes to the accounts continued for the year ended 31 December 2021

16 Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2021

	2021 Unrestricted funds £	2021 Designated funds £	2021 Restricted funds £	2021 Total funds £	2020 Unrestricted funds £	2020 Designated funds £	2020 Restricted funds £	2020 Total funds £
Income								
Voluntary income	113,474	10,677	320	124,471	113,404	7,132	3,937	124,473
Activities for generating funds	673	-	-	673	3,155	-	-	3,155
Income from investments	25	-	-	25	569	-	-	569
Church activities	12,115	-	-	12,115	8,904	-	-	8,904
Total income	126,287	10,677	320	137,284	126,032	7,132	3,937	137,101
Expenditure								
Church activities	127,085	22,356	3,072	152,513	137,453	13,479	110	151,042
Raising funds	468	-	-	468	1,770	-	-	1,770
Total expenditure	127,553	22,356	3,072	152,981	139,223	13,479	110	152,812
Net income / (expenditure)	(1,266)	(11,679)	(2,752)	(15,697)	(13,191)	(6,347)	3,827	(15,711)
Transfers between funds	720	(720)	-	-	-	-	-	-
<u>Other recognised gains/(losses):</u>								
Other gains/(losses)	-	-	-	-	22,515	-	-	22,515
Net movement in funds	(546)	(12,399)	(2,752)	(15,697)	9,324	(6,347)	3,827	6,804
Fund balances brought forward	344,163	37,624	99,471	481,258	334,839	43,971	95,644	474,454
Fund balances carried forward	343,617	25,225	96,719	465,561	344,163	37,624	99,471	481,258