

**St Peter's Parochial Church Council**  
**Report and Financial Statements**  
**Year Ending 31 December 2021**

### **Aims and Purposes**

St. Peter's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Canon Tim Hillier, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also responsible for the maintenance and development of the church buildings.

### **Objectives and Activities**

The PCC has, after consistent prayer, discussion and consultation with the wider church, produced and adopted a detailed five-year vision for the period 2017-2022 which sets out our aims and objectives. This has been made widely available across the church. The primary objective of the PCC is the promotion of the gospel of Jesus Christ according to the doctrines and practices of the Church of England. We are committed to ministering as widely as possible across the community of Chertsey in order to draw men, women and children into a living relationship with Jesus Christ and to serve, unreservedly, the wider community. The strategy is well defined and set out in the latest five-year vision.

The PCC aims to operate a policy of tithing 10% of the church's income from congregational giving to the General Fund. Every three years the PCC identifies four or five charitable trusts (local, national and international) to be recipients of our tithe. In addition to this, substantial funds are raised and given to other charitable trusts each year. For 2021, the PCC agreed to commit £12,000 from voluntary income – representing 8% of congregational income.

The church is part of the Benefice of Chertsey, Lyne and Longcross within the Runnymede Deanery and Anglican Diocese of Guildford.

### **Financial Review**

The 2021 accounts continued to be impacted by the COVID 19 pandemic. Total Unrestricted Income was £192,084 as a result of increased hall hiring, fund raising campaigns and the launch of new online giving options. Expenses were again managed closely as furlough support ended in August 2021 but there was a reduction in team costs from September. The Parish share requirement was again reduced by the Diocese as one-off support measure for the first half year of 2021 - It will increase by 12% for 2022.

The Total Unrestricted Expenditure was £204,772, resulting in a *deficit* on this fund of £12,668 – leaving reserves of £24,646 to the carry forward. A new Fund was set up to manage a request to support fund raising for medical equipment to be sent to Uganda. These results include actual given £6,000 from congregational donations to the nominated other charities – the remaining £6,000 will be made in 2022 to manage cashflow.

Total receipts on the Restoration fund were £32,041 with £1,320 total expenditure, resulting in a surplus on the fund of £30,721 for the year and a carry forward balance of £108,459.

During the year the total fund balances increased from £116,503 to £135,368. The average number of people in our regular giving scheme each month was 76 – an increase from around 70 last year.

### **Reserves Policy**

The PCC works towards maintaining a cash reserve amount equivalent to 3 months of expenses should there be sufficient funds available to enable this. As at 31 December 2021 the cash reserve equated to 45 days of cover.

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

The method of appointment of church members is set out in the church representation rules. All church attendees are encouraged to register on the Electoral Roll, who are then eligible for election to the PCC. The PCC of St. Peter's Church is a registered charity with the Charities Commission number 1159207.

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The elected members of the PCC are the trustees of the charity. Any individuals co-opted or in attendance at any PCC meetings have been, and will in future be, at the specific invitation of the elected PCC. Such individuals have no legal standing as trustees or voting rights on the PCC.

### Administrative Information

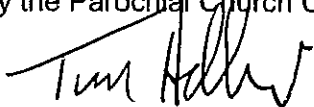
St. Peter's Parochial Church is situated in Chertsey, Surrey. It is part of the Diocese of Guildford, within the Church of England. The correspondence address is London Street, Chertsey, Surrey KT16 8AS.

### Members of the Parochial Church Council

All the members of the Parochial Church Council were elected at the 2021 APCM. The members of the Parochial Church Council during the year were:

<b>Vicar</b>	Canon Tim Hillier	Chairman
<b>Curate</b>	Rev. Anna Norton Rev. Matthew White (until October 2021)	
<b>Asst. Minister</b>	Rev. Christine Pattinson	
<b>Ministry Team</b>	Canon Tim Hillier George Hobbs (LLM) Rev. Anna Norton Rev. Matthew White (until October 2021) Rev. Christine Pattinson	
<b>Churchwardens</b>	Dave Phillips Jan Alexander	
<b>Elected members</b>	Jonnie Mead Susie Robertson Dominic Maher Lisa Maher Jo Stride Jean Warwick Charles Cochrane Hannah Crees Ed Raven Elizabeth Glendinning-Smith Claire Rice	Treasurer
<b>Co-opted members</b>	Annie Burnham Christine Leach Gerard Oglesby Rachel Mead Ron Howells	(From October 2021) DBS/Safeguarding
<b>Deanery Synod Reps</b>	Peter Whisker Helen Strange Angela Raby	

Approved by the Parochial Church Council on the 28<sup>th</sup> March 2022 and signed on its behalf by :



Canon Tim Hillier  
Chairman

**Independent Examiner Statement**

I report on the accounts of the PCC for the year ended 31 December 2021, which are set out on pages 5 to 12.

*Respective responsibilities of the PCC and examiner*

The PCC is responsible for the preparation of the accounts. The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

As examiner, it is my responsibility: to examine the accounts under section 145 of the 2011 Act; to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and to state whether particular matters have come to my attention.

*Basis of independent examiner's report*

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

*Independent examiner's statement*

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

(1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



29 March 2022

John W Foster, FCA

40 Ellingham Road, Chessington, KT9 2JA

**Statement of Financial Activities**

	£	£	£	£
	Unrestricted	Restricted	Total	Prior year
	Funds	funds	funds	total funds
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	235,338	—	235,338	165,703
Activities for generating funds	23,640	350	23,990	9,666
Investment income	23	—	23	86
Other incoming resources	12,605	—	12,605	25,783
<b>Total income</b>	<b>271,606</b>	<b>350</b>	<b>271,956</b>	<b>201,238</b>
<b>Resources used</b>				
Charitable activities	253,091	—	253,091	204,271
<b>Total expenditure</b>	<b>253,091</b>	<b>—</b>	<b>253,091</b>	<b>204,271</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>18,515</b>	<b>350</b>	<b>18,865</b>	<b>(3,033)</b>
<b>Other recognised gains / losses</b>				
<b>Net movement in funds</b>	<b>18,515</b>	<b>350</b>	<b>18,865</b>	<b>(3,033)</b>
<b>Total funds brought forward</b>	<b>115,071</b>	<b>1,431</b>	<b>116,503</b>	<b>119,536</b>
<b>Total funds carried forward</b>	<b>133,587</b>	<b>1,781</b>	<b>135,368</b>	<b>116,503</b>

**Balance sheet**

	£	£
	2021	2020
<b>Current assets</b>		
Debtors	—	6,023
Investments	594	594
Cash at bank and in hand	140,774	111,728
	<b>141,368</b>	<b>118,345</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	6,000	1,842
	<b>6,000</b>	<b>1,842</b>
<b>Total net assets less liabilities</b>	<b>135,368</b>	<b>116,503</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	24,646	37,335
<b>Designated</b>		
Restoration Fund	108,459	77,737
Uganda - Moyo Hospital Fund	482	—
<b>Restricted</b>		
Belfry Fund	1,781	1,431
<b>Funds of the church</b>	<b>135,368</b>	<b>116,503</b>

## Notes to the Accounts

### Accounting Policies

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, together with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015).

The financial statements have been prepared on an accruals basis under the historical cost convention.

### Incoming Resources

#### Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the PCC becomes legally entitled to the benefit of the use of the resources;
- their ultimate receipt is virtually certain; and
- the monetary value can be measured with sufficient reliability

#### Grants and Donations

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

#### Gift Aid Tax Claims on Cash Donations

Gift Aid and other tax claims are included in the SOFA in the same accounting period as the cash donations to which they relate.

#### Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

#### Investment Income

This is included in the accounts when receivable.

### Expenditure and Liabilities

#### Liability Recognition

Liabilities are recognized as soon as the legal or constructive obligation arises.

#### Grants Payable

These are recognized when a commitment has been made.

#### Outward Giving

Giving to charitable organizations represents approved PCC giving as a commitment from current year activities.

### Assets

#### Consecrated and benefice property

Consecrated and benefice property of any kind is excluded from the financial statements in accordance with Section 10(2) (a) and (c) of the Charities Act 2011.

#### 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 capitalized, but all items are included in the Church's inventory in any case.

#### Tangible Fixed Assets

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These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost and depreciated over their useful economic lives.

### Short Term Deposits

These include cash held on deposit either with the CBF Church of England Funds or at the bank.

## Funds

### Unrestricted Funds

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on future projects and which are therefore not included in its 'free reserves'.

### Restricted/Designated Funds

These are funds that must be spent on restricted purposes.

<b>Fund</b>	<b>Purpose</b>
General Fund objectives	Unrestricted, undesignated, available for any of the PCC's
Belfry	Restricted for the expenses relating to the church bells and tower
Uganda - Moyo Hospital Fund	Designated for the fundraising of medical equipment
Restoration Fund	Designated for the expenses relating to the planned redevelopment of the church and church hall.

## Bankers

National Westminster Bank PLC, Chertsey Branch

CBF Church of England Deposit Fund.



### Analysis of Income and Expenditure

	£ <u>Unrestrict</u> <u>d</u>	£ <u>Designate</u> <u>d</u>	£ <u>Restrict</u> <u>d</u>	£ <u>2021</u>	£ <u>2020</u>
<b>INCOME AND ENDOWMENTS</b>					
<b>Incoming resources from generated funds - Voluntary income</b>					
Planned giving	123,384	49,707	—	173,091	108,713
Income tax recovered on gift aid	22,620	500	—	23,120	21,260
Collections & donations	3,101	29,308	—	32,409	25,966
Children & family worker	—	—	—	—	—
Youth & children worker	—	—	—	—	—
Curates accommodation	5,718	—	—	5,718	4,765
Grants	1,000	—	—	1,000	5,000
Total	155,823	79,515	—	235,338	165,704
<b>Incoming resources from generated funds - Activities for generating funds</b>					
Hall Hire	8,385	—	350	8,735	3,060
Fees income (gross)	15,255	—	—	15,255	6,606
Total	23,640	—	350	23,990	9,666
<b>Incoming resources from generated funds - Investment income</b>					
Bank interest	16	7	—	23	86
Total	16	7	—	23	86
<b>Other Incoming resources</b>					
Misc Income	9,005	—	—	9,005	22,183
Deanery Admin	3,600	—	—	3,600	3,600
Total	12,605	—	—	12,605	25,783
<b>INCOME TOTAL</b>	<b>192,084</b>	<b>79,522</b>	<b>350</b>	<b>271,956</b>	<b>201,238</b>

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	£ <u>Unrestricted</u>	£ <u>Designated</u>	£ <u>Restricted</u>	£ <u>This year total</u>	£ <u>Last year</u>
<b>EXPENDITURE</b>					
<b>Charitable activities</b>					
Outward giving	12,000	—	—	12,000	12,000
Local Outward Giving	572	—	—	572	7,237
Parish share	84,706	—	—	84,706	79,827
Deanery	433	—	—	433	543
Locally ordained minister honorarium	—	—	—	—	300
Training	—	—	—	—	—
Telephone	394	—	—	394	374
Ministry team expenses	2,148	—	—	2,148	3,398
Curate accommodation	21,957	—	—	21,957	18,804
Fees payable to the Diocese	4,244	—	—	4,244	3,100
Fees - Staff paid for services	2,427	—	—	2,427	360
Altar requisites and flowers	—	—	—	—	111
Advertising, Newslink, Bridge	146	—	—	146	111
Organ and piano tuning and repairs	267	—	—	267	—
Organist	150	—	—	150	300
Musical co-ordinator	—	—	—	—	—
Licenses and subscriptions	150	—	—	150	150
Youth and children's worker	9,270	—	—	9,270	9,318
Young church / youth work	—	—	—	—	126
Parent & toddler group	1,180	—	—	1,180	1,608
Adult training and teaching materials	1,463	—	—	1,463	3,341
Children and family worker	12,260	—	—	12,260	12,689
Gas, electricity, water	7,831	—	—	7,831	3,184
Insurance	6,897	—	—	6,897	6,523
Verger / cleaner	2,145	—	—	2,145	—
Routine maintenance and cleaning	6,631	—	—	6,631	9,172
Extinguishers, security alarms and boiler	133	—	—	133	—
Audio visual and sound system	605	1,320	—	1,925	—
Depreciation on audio visual system	—	—	—	—	1,764
Secretarial	19,539	—	—	19,539	16,880
Stationery, postage, telephone & sundries	882	—	—	882	555
Photocopier	1,768	—	—	1,768	2,162
Catering	—	—	—	—	155
Professional fees	925	—	—	925	5,082
General expenses	48	47,000	—	47,048	1,497
Deanery Admin	3,600	—	—	3,600	3,600
Total	204,772	48,320	—	253,092	204,271
<b>EXPENDITURE TOTAL</b>	<b>204,772</b>	<b>48,320</b>	<b>—</b>	<b>253,092</b>	<b>204,271</b>

<b>GRAND TOTAL</b>	<b>(12,688)</b>	<b>31,204</b>	<b>350</b>	<b>18,865</b>	<b>(3,033)</b>
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## Employee Emoluments

The number of persons employed by the PCC during the year was 6.

Total employment cost £ 47,518

Total social security costs £ 0

Total pension costs £ 1,207

The social security costs were within the limit of the Employment allowance for the year.

Members of the PCC paid a salary during the year were:

Gerard Oglesby £ 9,270

Annie Burnham £ 12,000

Christine Leach £ 19,015

## Independent Examiners Remuneration

Total cost £0

## Uganda - Moyo Hospital Fund

The PCC approved the use of its bank account to support fund raising towards urgent medical equipment for a Ugandan Hospital where a long standing church member is working as a Consultant Heart Surgeon.

All monies raised were collected via a Just Giving campaign and £47,000 was used to procure medical equipment from a UK based company (Medical Air International)

## Grants received and receivable

	2021	2020
Haberdashers	£1,000	£ 2,000
Sceptic Space		£ 3,000

**Fund movement by type**

	£ Opening	£ Incomin g	£ Outgoing	£ Closing
<b>Belfry - Belfry Fund</b>				
Restricted	1,431	350	—	1,781
<b>Sub-total for Belfry</b>	<b>1,431</b>	<b>350</b>	<b>—</b>	<b>1,781</b>
<b>Restore - Restoration Fund</b>				
Designated	77,737	32,041	1,320	108,459
<b>Sub-total for Restore</b>	<b>77,737</b>	<b>32,041</b>	<b>1,320</b>	<b>108,459</b>
<b>Uganda - Uganda - Moyo Hospital</b>				
Designated	—	47,482	47,000	482
<b>Sub-total for Uganda</b>	<b>—</b>	<b>47,482</b>	<b>47,000</b>	<b>482</b>
<b>General - General fund</b>				
Unrestricted	37,335	192,083	204,771	24,646
<b>Sub-total for General</b>	<b>37,335</b>	<b>192,083</b>	<b>204,771</b>	<b>24,646</b>
<b>Grand total</b>	<b>116,503</b>	<b>271,956</b>	<b>253,091</b>	<b>135,368</b>