

# St Andrew's Church Bishophthorpe

## Trustees Report and Annual Accounts for the year ended 31 December 2020



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### **Administrative Information**

St Andrew's Church is situated on Church Lane, Bishopthorpe. It is in the Diocese of York within the Church of England. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and a charity registered with the Charity Commission.

Correspondence address:      The Parish Office,  
   St Andrew's Church Hall,  
   Church Lane,  
   Bishopthorpe.

Charity number:                      1161767

The PCC members who have served at any time from 1st January 2020 to the date this report was approved are:

#### **Ex Officio members:**

- Incumbent                      Rev Canon Christopher Coates
- Rev Pam McNaughton
- Reader                        Tom Whaley
- Churchwardens:              Brian Mellors  
   Steve Hall

#### **Elected members:**

- Linda Brown (secretary)
- Ann Cox (representative on Deanery Synod)
- Mark Murfin
- Sam Powell
- Tony Spreckley (Treasurer)
- Andrene Watson
- Romy Dunn
- Sally Sutton
- Martin Sutton
- Matt Probert
- Judy Probert



**Independent Examiner's Report to the members/trustees of St Andrew's Church, Bishopthorpe, Parochial Church Council**

I report on the accounts for the year ended 31st December 2020 which are set out on pages 7 to 13.

**Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the account. They 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.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- 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 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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

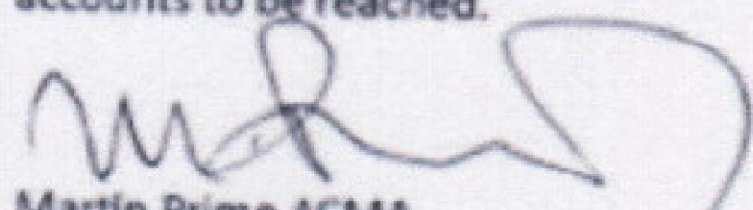
**Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements have not been met

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records

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



Martin Prime ACMA



## **Treasurer's Report for the Financial Year Ending 31st December 2020**

Last year I started my report by saying 'Good News'. Sadly it has not been good news this last year. Having said that the Income and Expenditure Account is showing a loss of £7,179 against a budgeted loss of £2,367. This is much better than I originally anticipated when the Covid lockdown first began. I will explain further:-

The accounts show in detail the reduction in income that has occurred in the last year. Overall the total income is down to £49,069 from £84,649 = £35,580. Expense have reduced to £53,853 from £91,100 = £37,247. The Church Hall shows a loss of £2,412 compared with a profit in 2019 of £5,668, an overall reduction in income of £8,080.

The overall loss has been mitigated by:-

A reduction in the Free Will Offering to the Diocese of £20,000. This was after considerable thought by the PCC, as the amount paid does not cover the cost of supporting the church's vicar

The Governments Job Retention Scheme where it has been possible to claim a grant of 80% against staff salaries during most of the lockdown period. This amounted to a total of £9,453.

The church was also very fortunate to have the support from the Feoffees to the sum of £11,350. Without this significant sum the position would have been much worse, and the PCC thank the Feoffees for their support. Part of this sum £5,436 was to offset costs in the Churchyard Maintenance Fund and did not therefore impact on the Income and Expenditure Account.

As I write this (in January 2021) it is difficult to predict how the rest of this year will go. I have no doubt there will continue to be a significant fall in income over 2019 I would, however, like to thank all those that have continued to support the church through their regular giving and contributions, many of whom have increased their giving in the last year.

As I retire from the role of Treasurer on the 31st January 2021 I would like to thank the PCC for their kind consideration and support through a very difficult year and I wish them well into the future.

**Antony Spreckley**

**Treasurer  
Financial Statements for the Year ended 31 December 2020  
Receipts and Payments Accounts**



# St Andrew's Church Bishopthorpe - Income & Expenditure Account

<u>Income</u>	Year Ended 31st December 2020	Year Ended 31st December 2019	
<b>Receipts</b>			
Planned Giving	19,917	20,502	
Collections at Services	<u>5,301</u>	25,218 <u>8,753</u>	29,255
Unrestricted Gifts	323	4,638	
Restricted Gifts	<u>0</u>	323 <u>0</u>	4638
<b>Fund Raising</b>			
Gift Day	1,897	5,453	
Hospitality	96	284	
Legacies (unrestricted)	0	5,000	
Legacies (Restricted)	<u>0</u>	1,993 <u>0</u>	10,737
<b>Fund Raising for Church Funds</b>			
Baby Blankets	0	185	
Bishopthorpe Gala	0	427.39	
Vicarage Garden Party	0	1,113	
St Crux	0	1,429	
Quiz Night	0	468	
Prize Draw	0	1,772	
Burns Night	<u>1,301</u>	1,301 <u>0</u>	5,393
Collections for Other Charities			
Fundraising Events	<u>0</u>	0 <u>4,315</u>	4,315
<b>Finance</b>			
Bank Interest	956	903	
Church Building Hire	25	130	
Gain/Loss Investment	0	0	
Gift Aid Reclaim	5,169	9,884	
Q2 Mobile Mast	9,583	9,583	
Feoffees Grant (church insurance)	3,531	3,459	
Paper Recycling	<u>462</u>	19,726 <u>703</u>	24,662
<b>Fees for Services</b>			
Wedding Fees	-739	2,965	
Banns & Certificates	0	15	
Funeral Fees	782	1,094	
Cremation Fees	<u>0</u>	43 <u>480</u>	4,554
<b>Other Income</b>			
Photocopying	6	31	
Contribution of Expenses other Churches	459	1,002	
Sundry Income	<u>0</u>	466 <u>62</u>	1,095
<b>Total Income</b>		49,069	84,649



Expenses	Year Ended 31st December 2020	Year Ended 31st December 2019	
Giving			
Freewill Offering to Diocese	30,000	50,000	
Offering to Deanery	0	0	
PCC Grants	0	1,700	
Hospitality	0	225	
Fundraising for Other Charities	<u>0</u>	<u>4,315</u>	56,240
Finance			
Church Insurance	3,531	3,463	
Bank Charges	60	86	
Fundraising Start up Costs	0	256	
Accountancy	<u>0</u>	<u>18</u>	3,823
Vicar's Expenses	<u>2,093</u>	<u>2,655</u>	2,655
Church Expenses			
Utilities	2,735	3,176	
Church Cleaning	1,708	3,191	
Sanctuary Expenses	219	746	
Music - Director of Music salary	964	3,247	
Music General	<u>748</u>	<u>1,136</u>	11,496
Office Expenses			
Staff Salary	5,314	12,007	
Telephone	655	715	
New Equipment	0	0	
Printing Stationary Books	2,001	1,215	
Photocopying	<u>1,795</u>	<u>1,820</u>	15,756
Other Expenses			
Treasurer's Expenses	42	0	
Other Church Member Expenses	151	100	
Legal HR Support fees	682		
Reader's Grant	0	0	
Expenses of RPAs	0	0	
Locums Clergy	86	310	
Sundry Expenses	592	438	
School Books and Bibles	477	268	
Expenses for other churches	<u>0</u>	<u>14</u>	1,129
	<u>53,853</u>	<u>91,100</u>	
Church Hall Surplus/Deficit	-2,412		5,668
Sulplus/Deficit	<u>-7,196</u>	<u>-783</u>	
Adjustment for: Funeral fees due	-105		-5,000
Wedding Fees due	122		
Adjusted Surplus/Deficit	<u>-7,179</u>	<u>-5,783</u>	



Church Hall - Income & Expenditure Account		Year Ended 31st December 2020	Year Ended 31st December 2019	
Hall Donations		0	223	
Hall Letting Income		4193	19133	
Sundry Hall Income		<u>0</u>	<u>0</u>	19356
<b>Expenses</b>				
Refuse Collection		75	149	
Cleaning - Staff		2,015	4,704	
Cleaning - Other Expenses		497	988	
Electricity		565	866	
Gas		849	1,039	
Water		670	518	
Repairs & Maintenance	See Note 9	-97	1,290	
Equipment		533	159	
Booking Secretary Salary		1,408	2,892	
Booking Secretary Expenses		10	20	
Hall Booking Software		0	187	
Insurance	See Note 2	75	807	
Sundry Expenses		<u>6</u>	<u>69</u>	13,688
Surplus/Deficit		<b>-2,412</b>	<b>5668</b>	



St Andrew's Church Bishopthorpe PCC - Balance Sheet Year Ended 31st December 2020

**Statement of Funds**

**Accumulation Fund**

Consisting of Capital value of Church Hall  
Unidentified Sum

Year Ended  
31st December 2020

Year Ended  
31st December 2019

147,646  
312

147,646  
312

147,958

**Funds for Specific Purposes**

Church Building Improvement Fund  
Church Repair fund  
Churchyard Maintenance Fund  
Church Maintenance Fund - Path  
Church Hall Fund  
Car Park Fund  
Bellringing Fund  
Kneeler Fund  
Margaret Jones Youth Fund (unrestricted)  
Margaret Jones Youth Fund  
Music & Choir Fund  
Church Repair Fund - Sound System  
Organ Fund  
Sanctuary Fund  
Sanctuary Fund (designated unrestricted)  
Vicar's discretionary Fund  
Mission Fund

Restricted

Restricted

Restricted

Restricted

Restricted

Restricted

69,167  
26,299  
12,775  
500  
166  
9,813  
4,485  
748  
8,923  
698  
2,205  
374  
5,932  
302  
7  
1,265  
4,750

69,167  
28,325  
15,001  
500  
166  
9,213  
4,485  
748  
8,613  
698  
2,433  
374  
5,932  
419  
0  
1,265  
4,750

148,409

152,089

**General Purposes Fund**

Balance at 1st January  
Excess (Deficit) of Income over Expenditure

75,326  
-7,179

81,109  
-5,783

75,326

**Total Funds**

364,515

375,373

**Consisting Of:**

**Fixed Assets**

Church Hall

147,646

147,646

**Current Assets**

Long Term Loans

See Note 7

44,693

49,493

Investments:

CBF Investment Account

Note 6 31 Dec 20 £95,000

66,416 31 Dec 19 £86,3

66,416

Bank Savings Accounts & Current Accounts

Petty Cash  
CAF Shawbrook Bank 1 Year Bond 1.3%  
CAF Shawbrook 60 day account 0.8%  
CBF Deposit Account  
HSBC (Awaiting Closure)  
Santander (Collection Feeder Account)  
CAF Cash Account  
CAF Gold Account (Income)

53  
51,318  
25,605  
1,000  
0  
947  
1,250  
27,208

35  
51,308  
25,402  
1,000  
516  
5,720  
-963  
29,764

107,381

112,783

Creditors/Accruals

see below

-1,621

-965

**Total Assets**

364,515

375,373

**Creditors & Accruals (Note 4)**

Accruals and Deferred Income  
Sundry Creditors

1919  
-297

579  
222  
164

1,621

965



St Andrews Church Bishopthorpe PCC - Year Ended 31st December 2020

**Cash Flow of Specific Funds**

		<u>Balance at 1.1.</u>	<u>Provision</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance at 31.12.20</u>
Church Building improvement Fund		69,167				69,167
Church Repair Fund		28,325		115	-2,141	26,299
Churchyard Maintenance Fund		15,001		6,811	-9,037	12,775
Churchyard Maintenance Path	Restricted	500				500
Church Hall Fund		166				166
Car Park Fund		9,213		600		9,813
Bellringing Fund		4,485				4,485
Kneeler Fund		748				748
Margaret Jones Youth Fund	Unrestricted	8,613		310		8,923
Margaret Jones Youth Fund	Restricted	698				698
Music & Choir Fund		2,433			-228	2,205
Sound System Fund	Restricted	374				374
Organ Fund		5,932				5,932
Sanctuary Fund	Restricted	419			-117	302
Sanctuary Fund	Unrestricted	0			7	7
Vicar's Discretionary Fund		1,265				1,265
Mission Fund		4,750				4,750
		<b>152,089</b>	<b>0</b>	<b>7,836</b>	<b>-11,515</b>	<b>148,409</b>



St Andrews Church Bishopthorpe PCC - Year Ended 31st December 2020  
Notes On Income and Expenditure In Specific Funds

	Income	Expenditure
<b>Church Repair Fund</b>		
Lock Refund	115	
Electrical Work		1,209
Annual Fire Test		235
Smartwater Security		376
Boiler maintenance		206
New Locks		115
	<b>115</b>	<b>2,141</b>
<b>Churchyard Maintenance Fund</b>		
Adj Dec 19 Incorrect credit	Note 3	956
Tree Surgery		5,916
Grass and Hedge cutting during lockdown		1,530
Vinyl Gloves		16
Mower/ Strimmer Repairs and servicing		469
Pest Control		120
Petrol for Mower etc		29
Feoffees Grant Tree Surgery	5,436	
Funeral Donation New Tree	266	
Plaques	407	
Burial of Ashes	408	
War Graves Commission	36	
Headstones	258	
	<b>6,811</b>	<b>9,036</b>
<b>Car Park Fund</b>		
Doctors Surgery use of car park	600	
	<b>600</b>	<b>0</b>
<b>Margaret Jones Youth Fund</b>		
Dare to Dream Income	310	
	<b>310</b>	<b>0</b>
<b>Music &amp; Choir Fund</b>		
Organ Music etc		227
	<b>0</b>	<b>227</b>
<b>Sanctuary Fund (Restricted)</b>		
Flowers		117
	<b>0</b>	<b>117</b>
<b>Sanctuary Fund (Unrestricted)</b>		
Baptismal Candle Donation	7	
New pew Cushions		
	<b>7</b>	<b>0</b>



St Andrews Church Bishopthorpe PCC	
Notes to the accounts - Year Ended 31st 2020	
1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 Receipts and Payments basis.	
2 In this Financial Year the Church has received	
Grants from Feoffees:	
Church Insurance	3,531
Church Hall Insurance from Feb 20	825
Tree Surgery	5436
Hall Drain Repairs	1558
	11,350
3 This includes correction for 2019	
Funeral Fees/Wedding Fees	Churchyard Fund 876
paid to Diocese Jan 202	Churchyard Fund 80
	956
Wedding Fee due Appleton Roebuck	Wedding Fees 577
Wedding Fees paid to diocese 2020	Wedding Fees 414
	991
4 Accrual and Deferred Income	
Verger/ Organist	Wedding Fees 122
Verger/ Organist	Funeral Fees 105
Cheque Donation to M Burn's not cleared at bank.	1255
Feoffees Insurance paid in advance	740
6 The CBF Investment Account mid market value at 31 December 2020 gave a fund value of £95,000	
The PCC have prudently made the decision not to recognise any further gain in the value of this investment until realised. The 2017 balance includes previously unrealised gains.	
7 The long term loan is an interest free loan to The Old School (Trustees), Bishopthorpe. From the 1st January 2019 this has begun to be repaid at the sum of £400 per month.	
9 Hall Repairs and Maintenance	
Drain Repair	Paid by Feoffees Grant - left a small credit of 97
	97