

The Parochial Church Council of the
Ecclesiastical Parish of
St Andrew Bishopthorpe
(Registered Charity 1161767)

Annual Report and Accounts
For the year to 31 December 2021

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe
(Registered Charity 1161767)

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The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe
MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2021

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 correspondence address is The Parish Office, St Andrew's Church Hall, Church Lane, Bishopthorpe, YO23 2QG.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. The Charity Commission Registration Number is 1161767. The members confirm that the Charity has complied with its duty to have regard to the guidance on public benefit published by the Charity Commission.

Monthly PCC meetings until July were held via Zoom, including the APCM on Sunday 16th May. There is no August meeting due to so many being away. The remaining monthly meetings were held in the church and latterly the large meeting room in the church hall.

Members are elected at the APCM and/or co-opted through the year as required:

- Ann Cox (representative on Deanery Synod)
- Mark Murfin (Finance Chair)
- Antony Spreckley (Treasurer until Jan 31 2021)
- Sam Powell
- Andrene Watson
- Romy Dunn
- Sally Sutton
- Martin Sutton
- Matt Probert (Representative on Deanery Synod)
- Judy Probert
- Krysia Clack

Ex Officio members:

- Incumbents: Revd. Simon Bray, Priest-in-Charge. (Shared **)
Ven. John Day, Assistant Curate. (Shared **)
- Reader with PTO
Permission to Officiate: Tom Whaley
- Churchwarden: Steve Hall
- Safeguarding Officer: Helen Cole
- Banking transaction approver: Brian Mellors (retired churchwarden)

PCC Secretary:

Linda Brown (resigned from the PCC July 31 2021)

In lieu of no Treasurer to take over from our retiring Treasurer, the PCC appointed HPH Chartered Accountants, 54 Bootham, York. YO30 7XZ.

** Shared with St Chad's and St Clements, York, from Wednesday 14th July 2021. Bishopthorpe was in vacancy from 1st January 2021 following Canon Rev. Chris Coates retirement on 31st December 2020.

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe
MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2021

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.

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

OBJECTIVES AND ACTIVITIES

The object of the PCC is to co-operate with the priest-in-charge in promoting in the Parish of St Andrew Bishopthorpe and across the newly-formed benefice of St Andrew's Bishopthorpe, St Chad's York and St Clement's York, i.e. the 'Bishopthorpe Road Parishes', the whole mission of the Church – pastoral, evangelistic, social and ecumenical. And to continue our ecumenical relationship with Bishopthorpe Methodist church.

The PCC is responsible for:

- the financial management of the church;
- the care and maintenance of the church fabric;
- the care and maintenance of the church hall.

The PCC has powers under the Parochial Church Councils (Powers Measure) 1956 to enable it to discharge its duties by:

- acquiring, managing and administering property for ecclesiastical purposes affecting the parish;
- formulating and approving an annual budget for maintenance of church work;
- making representation to the Archbishop with regard to matters affecting the welfare of the parish.

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe
MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2021

ACHIEVEMENTS AND PERFORMANCE (Review of the Year)

Electoral Roll. There are 85 names on the electoral roll.

During the year the full PCC met 11 times: 11th January, 8th February, 8th March, 12th April, 10th May, 7th June, 5th July, 6th September, 4th October, 1st November, 6th December. The standing committee met jointly with the standing committees of St Chad's and St Clements to work on the appointment procedure for the new vicar. Since July there have been joint meetings on two occasions: 16th September and 22nd November. The Finance Committee met twice: 17th May and 15th November. Reports were received by the full PCC.

Sunday average attendance

9 Sunday services were held during the first four weeks of October, on which the annual count is based: three 10.30 Holy Communion, one 9am traditional Communion, one 10.30 Praise Service and four "Refresh" café church services. Average attendance 28 adults, 2 children.

List of Sunday Services, recorded, streamed and live (in-person)

Sunday services were recorded and made available on YouTube throughout the period when Worship in person was not possible. Since the resumption of meeting for worship recording has continued for those unable to attend.

Sunday services resumed following the interruption of the pandemic, beginning with weekly 10.30 Communion and 6.30pm meetings of Refresh, the cafe church. In the autumn of 2021 a monthly traditional Holy Communion service was restored at 9am.

List of weekday Services

A monthly midweek Holy Communion resumed in the autumn, in addition to monthly Holy Communion held at Quench, a cafe hosted by the Methodist Church.

Metrics:

Baptisms:	10
Confirmation candidates:	0
Weddings:	1
Funerals in Church:	9
Average Weekly Attendance:	28 adults, 2 children
Easter Communicants/Worshippers:	25 / 37
Christmas Eve Communicants:	N/A (no Holy Communion due to COVID)
Christmas Eve Attendants:	202 at outdoor Christingle
Christmas Day Communicants:	20
Christmas Day Worshippers:	20 adults + no children
Total Attendance at Services as above:	140 adults + 62 children (best estimate)

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe
MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2021

Church Activities

The church activities were in the context of a significant transition, as Bishopthorpe parted company with the three parishes of Holy Trinity Acaster Malbis, St John Acaster Selby and All Saints Appleton Roebuck and became part of a new grouping with St Chad's, York and St Clement's, York, with a new clergy team of Simon Bray and John Day, having bid a fond farewell to Chris Coates and Pam MacNaughton.

Joint activities included a Consultation Day in October and the relaunch of St Clement's Community Connect, an internet cafe hosted by St Clement's and run by a team from the three churches plus other agencies.

In the parish, St Andrew's had a stall at the Autumn Village Fair.

DangerZone and Summit, which had met on Zoom throughout the pandemic, returned once again to meeting in person on Friday evenings.

We had a very successful Good Friday families trail.

St Andrew's church bell ringers' resumed Friday practices and service ringing at the start of August, having not rung in person since March 2020. They continued weekly practices online using Ringing-Room and Zoom during that period.

The Church Hall began to be used by church and hirers once more.

After 8s, house groups and St Andrew's Fellowship continue to provide support and nurture for people in their faith.

Archbishop of York's Junior School held a number of special services in the church during the year.

St Andrew's also hosted the Yorkshire Agricultural Society's Harvest Festival.

FINANCIAL REVIEW

During the year voluntary and fundraising income decreased by £2,157 and £777 respectively, whilst the income from church activities increased by £5,564 as more weddings, funerals and cremations were held.

The church contributed £30,000 to the diocesan parish which largely provides the stipends and housing for the clergy. This equated to 47% of the total income they received.

The church has excess of receipts over payments of £8,574 only due to income from investment sales and loan repayments. Excluding these receipts, the church cash funds decreased by £12,126 in 2021 and £10,214 in 2020.

The level of funds held in the general purpose fund is £65,770 which equates to between 10-11 months of expenditure.

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe
MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2021

RESERVES POLICY

Money should only be kept in reserve for specific reasons – whilst the Bible clearly indicates that we should not hoard it is also clear that sensible planning for known events and responsibly for others is important.

- The PCC already has in place restricted and unrestricted reserved funds allocation as shown in the accounts.
- The PCC's main financial concern is to reduce the current annual financial deficit. Following a significant legacy in 2012-13 the PCC had agreed planned losses to help with the development of the church in the Bishopthorpe community. Due to a previous years' increase in the Diocese of York Free Will Offering, an unplanned significant reduction in planned giving, and a loan of £54,000 to Bishopthorpe Old Church School, the annual losses are depleting the churches reserves at too high a rate.
- Various initiatives are now being taken to reduce the annual deficit.
- It was felt appropriate to keep three months general running costs in the general-purpose fund £18,960.

Policy: It is the policy of this church to keep three months running costs, in the general fund, to cover unforeseen emergencies. Initiatives are being taken to increase funding to the church. A strict policy that no expenditure will be incurred unless a higher benefit will be the direct result.

Advisors

Investment Managers: CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London

Bankers: CAF Bank, Santander, Shawbrook Bank

Accountants: HPH, 54 Bootham, York, YO30 7XZ

Independent Examiner: Martin Prime, 23 Montague Road, Bishopthorpe, YO23 2SP

Approved by the Members on 21 February 2022 and signed on behalf of the Charity by:

.....
Simon Bray - (PCC Chair)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST ANDREW BISHOPTHORPE**

I report to the trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe ("the PCC") for the year ended 31 December 2021.

This report is made solely to the PCC's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the PCC's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006 ('the regulations').

I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. My examination was also carried out in accordance with the terms found in the Church guidance, 2006 edition, issue by the Finance Division of the Archbishops' Council.

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 PCC as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

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

Martin Prime ACMA

21 February 2022

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds	Restricted Funds	Total Funds	
		£	£	2021 £	2020 £
Receipts					
Voluntary Income					
Planned giving		14,253	-	14,253	19,917
Collections at services		3,756	-	3,756	5,301
All other giving/voluntary receipts	3(a)	9,854	6,594	16,448	9,563
Gift aid recovered		4,161	-	4,161	5,169
		32,024	6,594	38,618	39,950
Activities for generating funds	3(b)	7,383	-	7,383	8,112
Investment income	3(c)	407	-	407	956
Church activities	3(d)	7,026	33	7,059	1,462
Other incoming resources	3(e)	10,244	-	10,244	10,625
		57,084	6,627	63,711	61,105
Investment sale		15,000	-	15,000	-
Loan receipts		5,700	-	5,700	4,800
Total Receipts		77,784	6,627	84,411	65,905
Payments					
Church activities					
Diocesan parish contribution		30,000	-	30,000	30,000
Clergy costs		239	-	239	2,179
Church running expenses	4(a)	25,051	6,594	31,645	33,154
Hall running costs	4(b)	11,870	-	11,870	6,605
Governance costs	4(c)	1,948	-	1,948	42
Fundraising costs		135	-	135	-
Total Payments		69,243	6,594	75,837	71,980
Excess of receipts over payments/(payments over receipts)		8,541	33	8,574	(6,075)
Transfer between funds		-	-	-	-
Bank balances brought forward at 1 January		96,671	9,455	106,126	112,201
Bank balances carried forward at 31 December		£ 105,212	£ 9,488	£ 114,700	£ 106,126

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	2020 £
Current Assets - Bank Balances				
Short term deposits	78,096	-	78,096	77,923
Cash at bank	27,349	9,488	36,837	29,458
Funds held as agent	(233)	-	(233)	(1,255)
	105,212	9,488	114,700	106,126
Fixed Assets				
Church Hall (valued September 1998)	147,646	-	147,646	147,646
Investment Assets				
CBF investment fund income shares at market value	95,673	-	95,673	95,000
Other Monetary Assets				
Long term loan	38,993	-	38,993	44,693
Debtor	347	-	347	-
	39,340	-	39,340	44,693
Assets retained for church use	£ 387,871	£ 9,488	£ 397,359	£ 393,465
Liabilities				
Creditors for church activities payments	760	-	760	367
	£ 760	£ -	£ 760	£ 367

Approved by the Parochial Church Council on 21 February 2022
and signed on its behalf by

.....
Simon Bray - PCC Chair

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, using the receipts and payments basis.

2. Funds

General purpose funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Restricted funds represent income which is to be expended on the restricted purposes intended by the donor or for a specific PCC activity intended by the donor.

Analysis of Funds

	B/F 01.01.21	Receipts	Payments	Transfer	C/F 31.12.21
Restricted funds					
Churchyard maintenance fund	500	982	982	-	500
Church hall capital fund	-	1,440	1,440	-	-
Church building improvement fund	-	4,172	4,172	-	-
Bellringing fund	4,485	33	-	-	4,518
Margaret Jones youth fund	698	-	-	-	698
Music & choir fund	2,205	-	-	-	2,205
Sanctuary fund	302	-	-	-	302
Vicar's discretionary fund	1,265	-	-	-	1,265
	£ 9,455	£ 6,627	£ 6,594	£ -	£ 9,488

All the restricted funds held above relate to income received for the maintenance of various parts of the church or specific activities.

During the year funds were received from Feoffes charity to pay for large repair costs for the church and hall.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

2. Funds - continued

	B/F				C/F
	01.01.21	Receipts	Payments	Transfer	31.12.21
Designated funds					
Accumulated fund - hall value	147,958	-	-	(312)	147,646
Church building improvement fund	69,167	-	-	-	69,167
Church repair fund	26,299	-	1,145	-	25,154
Churchyard maintenance fund	12,775	343	3,504	-	9,614
Church hall fund	166	40	-	-	206
Car park fund	9,813	648	-	-	10,461
Kneeler fund	748	-	-	-	748
Margaret Jones youth fund	8,923	-	-	-	8,923
Church repair fund - sound system	374	-	-	-	374
Organ fund	5,932	-	73	-	5,859
Sanctuary fund	7	-	-	-	7
Mission fund	4,750	-	-	-	4,750
	£ 286,912	£ 1,031	£ 4,722	£(312)	£ 282,909
Unrestricted undesignated funds					
General purpose fund	68,514	76,753	64,521	(14,976)	65,770
Investment value fund	28,584	15,673	-	(5,412)	38,845
Movements between cash and assets	-	(20,700)	-	20,700	-
	£ 97,098	£ 71,726	£ 64,521	£ 312	£ 104,615
Total funds	£ 393,465	£ 79,384	£ 75,837	£ -	£ 397,012

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted Funds	Restricted Funds	Total Funds	
	£	£	2021 £	2020 £
3. Receipts				
3(a) All other giving/voluntary receipts				
Donations	2,099	-	2,099	596
Grants - Feoffees (Church Insurance)	4,446	-	4,446	3,531
Grants - Repairs	-	6,594	6,594	5,436
Grants - Furlough	3,309	-	3,309	-
	9,854	6,594	13,139	9,563
3(b) Activities for generating funds				
Events	528	-	528	1,301
St Crux	1,142	-	1,142	-
Gift day	-	-	-	1,897
Hospitality	-	-	-	96
Church centre lettings	49	-	49	25
Rent - Car park	648	-	648	600
Hall Letting Income	5,016	-	5,016	4,193
	7,383	-	7,383	8,112
3(c) Income from investments				
Bank and CCLA Deposit Fund interest	407	-	407	956
	407	-	407	956
3(d) Income from church activities				
Fees for weddings and funerals	7,026	33	7,059	1,152
Dare to dream income	-	-	-	310
	7,026	33	7,059	1,462
3(e) Other incoming resources				
Mobile mast income	9,582	-	9,582	9,583
Reimbursement of Expenses	-	-	-	574
Paper Recycling	256	-	256	462
Other	406	-	406	6
	10,244	-	10,244	10,625

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted Funds	Restricted Funds	Total Funds	
			2021	2020
4. Payments	£	£	£	£
4(a) Church running costs				
Property costs				
- Church insurance	4,445	-	4,445	3,531
- Utilities	3,359	-	3,359	2,735
- Church cleaning	1,321	-	1,321	1,708
- Fabric maintenance and repairs	1,246	5,612	6,858	2,141
- Church yard maintenance	3,504	982	4,486	9,037
Sanctuary costs	811	-	811	336
Director of Music and other music costs	967	-	967	1,939
Salary costs	380	-	380	5,314
Telephone	787	-	787	655
Printing stationery and books	1,751	-	1,751	2,001
School books and bibles	500	-	500	477
Photocopying	2,288	-	2,288	1,795
Sundry expenses	282	-	282	592
Legal and professional fees	1,364	-	1,364	682
Church member expenses	125	-	125	151
Bank charges	121	-	121	60
Grants and deanery offering	1,800	-	1,800	-
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	25,051	6,594	31,645	33,154
4(b) Hall running costs				
Refuse collection	149	-	149	75
Cleaning - staff	4,062	-	4,062	2,015
Cleaning - other expenses	318	-	318	497
Electricity	923	-	923	565
Gas	1,142	-	1,142	849
Water	1,489	-	1,489	670
Repairs and maintenance	786	-	786	435
Booking secretary salary and expenses	2,697	-	2,697	1,418
Insurance	-	-	-	75
Sundry expenses	304	-	304	6
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	11,870	-	11,870	6,605
4(c) Governance costs				
Accountancy fees	1,948	-	1,948	-
Treasurer's expenses	-	-	-	42
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	1,948	-	1,948	42