

# **St Philip's Church Sheffield**

**Registered Charity Number 1161810**

**Trustees' Annual Report and Financial Statements  
for the  
Year ended 31<sup>st</sup> December 2021**

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**Trustees' Annual Report for the year ended 31 December 2021**

The Trustees are pleased to present their Annual Report together with the independently examined financial statements for the year ended 31 December 2021.

**Objectives, public benefit and activities**

**Aims and Objectives**

The body of Trustees (usually known as the Church Council) has the responsibility of co-operating with the Church leaders and the staff team of St Philip's Church in promoting the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the Church base and property.

The vision of the Church is to be a community of prayer and mission. We aspire to be an authentic, brave creative and devoted community who, inspired by the words and ways of Jesus, see transformation in people and communities.

The Church's main object is:

To advance the Christian faith in the Area of Benefit in accordance with the principles and practices of the Participating Churches. Our main object is to build communities of prayer and mission. We seek to train and equip missionary leaders. Those equipped go on to lead in a variety of church and community contexts seeking to bring transformation.

**Statement of Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Church's aims and objectives and in planning future activities. The Trustees are also aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Church. The Church provides the following activities for the benefit of the general public:

- The celebration of public worship;
- The teaching of the Christian faith;
- mission and evangelism;
- pastoral work, including visiting the sick and the bereaved;
- the provision of facilities with a Christian ethos for the local community, including (but not restricted to) the elderly, the young and other groups with special needs; and
- the support of other charities in the UK and overseas.

The Trustees confirm that they have complied with their duties under section 17 of the Charities Act with regard to public benefit.

**Activities**

Due to the pandemic our gatherings had moved online, as well as our community meetings and smaller group meetings such as prayer meetings, discipleship groups and children's cells. As restrictions began to lift more of our meetings returned to in-person events, though the church still makes use of online meetings when this is helpful.

In the month of July St Philip's moved out of The Printhouse, 21-23 North Church Street, Sheffield S1 2DH. The Printhouse had been St Philip's' administrative and prayer base as well as whole church gathering space for the last seven years. This decision was made both because the church community had outgrown the space and in order to divert some finance away from buildings towards employment of team.

**Trustees' Annual Report for the year ended 31 December 2021**

In July the church moved its office to 'The Stamp House', 52 Bank Street, Sheffield S1 2DS.

In September the church began to meet for gathered times of worship, prayer and teaching at St Stephen's Church, Fawcett Street, S3 7PL.

Community groups began to meet physically in various venues near where the members live, including Pitsmoor, Parson Cross, and S10/11. A community called 'Wild Church' (mainly consisting of those in S6) was also formed which seeks to explore faith community in the outdoors.

Three part time Community Family Workers were appointed with a remit to develop new community initiatives in the Parson Cross and S6 area of Sheffield. These are three-year appointments, all of which began in the summer of 2021.

### **Contribution of Volunteers**

All Church members are expected to be volunteers to a greater or lesser extent. All Church activities rely heavily on volunteer contribution in time, effort and prayer.

### **Achievements and performance**

2021 continued to be a year of transition for the church both in terms of moving out of the Printhouse and into The Stamp House and St Stephen's but also in terms of learning how to gather again with the limitations and disruptions of the Covid-19 pandemic. The church responded well to the challenges of flexing and adapting due to the unpredictable nature of life in a pandemic. A work of rebuilding the gathered life of prayer and worship began and will continue in 2022.

The move out of the Printhouse was managed well by the staff team and with the help of volunteers. Unneeded resources were sold or given away so that the church could be more 'light weight'. Money from sales of equipment was used to reinvest in more up to date and suitable equipment for our new location.

There was some change in the membership of the church; the pandemic caused a few to review their membership to St Philip's and some chose to move to other churches. Encouragingly a number of new members joined the church also.

### **Financial Review**

#### **Budget and Reserves**

The Church's core activities run on the income of the General unrestricted fund. Each year the Church leaders prepare a budget which is closely monitored during the year. As part of the process church members are asked to pray and as an expression of their faith in God to make a commitment of how much they will give to the General Fund during the year. This process is expected to be continued for future years.

The Church has about 34 committed regular givers. At the year-end it had built up operating capital of £54,769 in its General Fund, equivalent to 8.2 months running costs. The trustees are happy with 2 months running costs as the level to be maintained as a buffer against unforeseen circumstances.

#### **Risk Management**

The Trustees have given due consideration to the health, safety data protection and financial risks it faces in managing the operations of the Church. They believe they have in place adequate systems to monitor and control health and safety issues as they arise. They believe they have devised an appropriate system for the authorisation, recording and control of accounting and financial information sufficient to show and explain the financial transactions of the Church. Overall financial supervision by the Trustees is maintained by the use of budgetary control, monthly financial statements and special reports.



**Trustees' Annual Report for the year ended 31 December 2021**

**Review of the Financial Statements**

Total income (including restricted income) was £97,628. The main sources of income were church members giving, including gift aid (94%), sales of office equipment (4%) and lettings (2%).

Total expenditure (including restricted expenditure) was £89,065. The major areas of expenditure were staff (48%), rent, maintenance and administration (28%), charitable gifts (15%) and ministry (9%).

**Structure, governance and management**

**Governing Document**

The Church Council (the body of Trustees) is a corporate body established by the Church of England and the Baptist Union of Great Britain under the Local Ecumenical Partnership LEP Constitution of St Philip's Church and operating under the Parochial Church Council Powers Measure. It became a registered charity on 26<sup>th</sup> May 2015. The Church is governed by a constitution adopted 25<sup>th</sup> January 2015.

**Recruitment and Appointment of Trustees**

The Church Council is made up of:

- Ex officio Trustees - the Ministers of the LEP and the Office Manager;
- Elected Trustees - elected at the Annual Congregational Meeting; and,
- Co-opted Trustees (known to the Church as Church Wardens) who are recommended by the leadership team to the Trustees for a formal vote of agreement to be taken. If agreed by the trustees, this recommendation is further taken to the Annual Congregational Meeting for a vote of ratification by the membership of the church. Church Wardens should be representative of both denominational streams where possible.

Elected and co-opted trustees are appointed for a term of three years and may be re-elected at the end of their term. They must be at least 18 years old and be Church members. Further details concerning trustees are to be found in the constitution.

**Induction and Training of Trustees**

New trustees undergo orientation to brief them on their roles and responsibilities, their legal obligations under charity law, the content of the constitution, the decision-making process and the recent financial performance of the Church.

**Membership of the Church**

People are entitled to become members of the Church if:

- They have been a regular participant in the life of the church for a year or more;
- They are member of a missional community, small group or huddle within the church;
- They are over the age of 16;
- They are sympathetic to mainstream Christian doctrine as defined by Churches Together in England; and,
- They actively choose to become a member.

The Trustees are required to keep a membership roll which must be made available to any member on request. Further details concerning membership can be found in the constitution.

## St Philip's Church, Sheffield

### Trustees' Annual Report for the year ended 31 December 2021

#### Membership Numbers

At the end of 2021 the enrolled membership was as follows:

Baptists	4
Anglicans	7
Enrolled but not affiliated to either denomination	35
Identified as regular participants but not yet enrolled	12

#### Organisational Structure

The Church Council delegates the day-to-day management of the Church to the staff team headed by the Church Leaders, David and Sarah Ducker. The staff team comprises both paid employees and volunteers. They undergo training appropriate to their areas of responsibility.

Missional Community leaders and Discipleship Group leaders have pastoral oversight of the members of their communities, and they are accountable to the Church Leaders.

#### Reference and administration details

Charity name	St Philip's Church
Registered charity number	1161810
Address	The Stamp House, 52 Bank Street, Sheffield, S1 2DS
Website	<a href="http://www.stphilipssheffield.org">www.stphilipssheffield.org</a>
Trustees – ex-officio	Mr David Ducker (Joint Church Leader) Mrs Sarah Ducker (Joint Church Leader)
Co-opted trustees (Church Wardens)	Mr Matthew Atkins Mrs Jen Vernon-Edwards (stepped down 21 <sup>st</sup> September 2021)
Elected trustees	Mrs Linda Daniel (appointed 21 <sup>st</sup> September 2021) Miss Deborah Green (appointed 15 <sup>th</sup> November 2020) Miss Frances Hall (appointed 21 <sup>st</sup> September 2021) Mr Peter Holt (appointed 15 <sup>th</sup> November 2020) Mr Adam Newell (appointed 15 <sup>th</sup> November 2020) Mrs Hannah Rona (until 15 <sup>th</sup> June 2021)

#### Trustees' declaration

The current Trustees declare that they have approved the Trustees' Annual Report on the date:

17/8/22

Signed on their behalf by

  
Mr Matthew Atkins, Chair of Trustees

**St Philip's Church, Sheffield**  
**Statement of Financial Activities for the year ended 31 December 2021**

Notes	Unrestricted Funds		----- Restricted Funds -----				Total 2021		Total 2020	
	General	Designated - Capital	Arise Community	Families Outreach	Parson Cross	Generosity Pot	Total 2021		Total 2020	
	£	£	£	£	£	£	£		£	
<b>Income from:</b>										
Donations & grants	3.1	83,597	-	-	-	8,326	91,924		102,637	
Charitable activities	3.2	-	-	-	-	-	-		-	
Other trading activities	3.3	5,685	-	-	-	-	5,685		8,840	
Investments (Bank interest)		19					19		27	
<b>Total Income</b>		<b>89,301</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,326</b>	<b>97,628</b>		<b>111,503</b>	
<b>Expenditure on:</b>										
<b>Charitable activities:</b>										
Staff	4.1	37,861	-	-	4,457	-	42,318		42,579	
Ministry	4.2	8,051	-	-	-	-	8,051		9,180	
Venue	4.3	21,444	(3,580)	-	-	-	17,864		33,556	
Administration	4.4	7,180	-	-	-	6	7,186		7,387	
Independent examiner	4.5	300	-	-	-	-	300		300	
Charitable Gifts	4.6	5,280	-	-	-	8,066	13,347		9,212	
<b>Total Expenditure</b>		<b>80,116</b>	<b>(3,580)</b>	<b>-</b>	<b>4,457</b>	<b>-</b>	<b>89,065</b>		<b>102,214</b>	
<b>Net Income /(Expenditure)</b>		<b>9,186</b>	<b>3,580</b>	<b>-</b>	<b>(4,457)</b>	<b>-</b>	<b>8,562</b>		<b>9,289</b>	
Adjustment							-			
<b>Net movement in funds</b>		<b>9,186</b>	<b>3,580</b>	<b>-</b>	<b>(4,457)</b>	<b>-</b>	<b>8,562</b>		<b>9,289</b>	
Total funds at 01 January 2021		45,583	-	24	6,500	4,519	56,789		47,500	
<b>Funds at 31 December 2021</b>		<b>54,769</b>	<b>3,580</b>	<b>24</b>	<b>2,043</b>	<b>4,519</b>	<b>65,351</b>		<b>56,789</b>	



St Philip's Church, Sheffield  
**Statement of Financial Position as at 31 December 2021**  
 (Balance Sheet)

	Notes	Unrestricted Funds		----- Restricted Funds -----				Total 2021	Total 2020
		General	Designated - Capital	Arise Community	Families Outreach	Parson Cross	Generosity Pot		
		£	£	£	£	£	£	£	£
<b>Fixed Assets</b>									
Equipment, fixtures & fittings	9	-	2,542	-	-	-	-	2,542	-
<b>Current Assets</b>									
Debtors	10	4,993	-	-	-	-	35	5,028	14,784
Cash at bank and in hand	11	51,482	1,038	24	2,043	4,519	381	59,487	50,914
Total current assets		<b>56,475</b>	<b>1,038</b>	<b>24</b>	<b>2,043</b>	<b>4,519</b>	<b>416</b>	<b>64,515</b>	<b>65,698</b>
<b>Liabilities</b>									
Creditors: Amounts falling due . within one year	12.1	(1,706)	-	-	-	-	-	(1,706)	(8,909)
Net current assets		54,769	1,038	24	2,043	4,519	416	62,809	56,789
Total assets less current liabilities		54,769	3,580	24	2,043	4,519	416	65,351	56,789
Creditors: Amounts falling due after more than one year	12.2	-	-	-	-	-	-	-	-
<b>Total net assets</b>		<b>54,769</b>	<b>3,580</b>	<b>24</b>	<b>2,043</b>	<b>4,519</b>	<b>416</b>	<b>65,351</b>	<b>56,789</b>
<b>Funds</b>									
Unrestricted Funds		54,769	3,580					58,349	45,583
Restricted Funds				24	2,043	4,519	416	7,002	11,205
<b>Total Funds</b>		<b>54,769</b>	<b>3,580</b>	<b>24</b>	<b>2,043</b>	<b>4,519</b>	<b>416</b>	<b>65,351</b>	<b>56,789</b>

The financial statements and notes on pages 6 to 19 were approved by the trustees on the date 17/8/22 and signed on their behalf by: Mr Matthew Atkins

Mr Matthew Atkins, Chair of Trustees



**St Philip's Church, Sheffield**  
**Statement of Cash Flows**  
**for the year ended 31 December 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
Net income / (expenditure) for the year	8,562	9,289
<b>Adjustments for:</b>		
Depreciation charges	292	-
Interest receivable	(19)	(27)
(Increase)/decrease in Debtors	9,756	(5,886)
Increase/(decrease) in Creditors	(7,203)	8,139
<b>Net cash provided by /(used in) operating activities</b>	<b>11,388</b>	<b>11,515</b>
<b>Statement of cash flows</b>		
Net cash provided by /(used in) operating activities	11,388	11,515
<b>Cash flows from investing activities</b>		
Bank interest	19	27
(Purchase of tangible assets)	(2,834)	-
Sale of tangible fixed assets	-	-
Loss / (Gain) on sale of assets	-	-
<b>Change in cash in the year</b>	<b>8,573</b>	<b>11,542</b>
Cash at bank and in hand at beginning of the year	50,914	39,372
<b>Cash at the end of the year</b>	<b>59,487</b>	<b>50,914</b>
<b>Analysis of cash at year end</b>		
Petty cash	123	54
Cash at CAF Bank	59,363	50,860
<b>Total cash held</b>	<b>59,487</b>	<b>50,914</b>

**St Philip's Church, Sheffield**  
**Notes to the financial statements**

## **1. Basis of preparation**

### **1.1 Basis of accounting**

These accounts have been prepared on the going concern basis the historical cost convention in accordance with:

- a) Accounting and Reporting by Charities – Statement of Recommended Practice - Charities SORP FRS 102
- b) The Charities Act 2011
- c) The Church Accounting Regulations 2015

### **1.2 Change in basis of accounting - none**

## **2. Accounting policies**

### **2.1 Form of Financial Statements**

Fund movements and balances are split between general, designated and restricted funds.

<b>General funds</b>	The funds of the Church that are not subject to any restrictions regarding their use and are available for the general purposes of the Church.
<b>Designated funds</b>	Funds set aside out of general funds by the Trustees for a specific purpose over whose use and purpose the Council of Trustees has discretion.
<b>Restricted funds</b>	Funds subject to specific conditions imposed by the donor(s) or by specific terms of a trust deed or other legal measure.

All funds over which the Council of Trustees has use, control and management are consolidated in the full financial statements.

### **2.2 Income**

<b>Recognition of income</b>	<i>Income is included in the Statement of Financial Activities (SoFA) when:</i> <ul style="list-style-type: none"><li>· the Church becomes entitled to it;</li><li>· the trustees are virtually certain they will receive it; and</li><li>· the monetary value can be measured with sufficient reliability.</li></ul>
<b>Income with related expenditure</b>	Where incomes has related expenditure (as with fundraising or contract income) the incomes and its related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the Church has unconditional entitlement to them.
<b>Tax reclaims on donations and gifts</b>	Income from tax reclaims is included in the SoFA at the same time as the gifts to which it relates.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.

**St Philip's Church, Sheffield**  
**Notes to the financial statements**

<b>Gifts in kind</b>	<p>Gifts in kind are accounted for at a reasonable estimate of their value to the Church or the amount actually realised.</p> <p>Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the Church.</p> <p>Gifts in kind for use by the charity are included in the SoFA as income when receivable.</p>
<b>Donated services and facilities</b>	<p>These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.</p>
<b>Volunteer help</b>	<p>The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.</p>
<b>Investment income</b>	<p>This is included in the accounts when receivable. It consists only of bank interest.</p>

## **2.3 Expenditure and Liabilities**

<b>Liability recognition</b>	<p>Liabilities are recognised as soon as there is a legal or constructive obligation committing the Church to pay out resources.</p>
<b>Gifts and grants</b>	<p>Where the Church gives a grant either with conditions for its payment being a specific level of service or output to be provided or with no conditions, such grants are recognised in the SoFA as soon as they have been paid to the recipient.</p>

## **2.4 Pension Costs**

<b>Employer contributions</b>	<p>Employer contributions to are charged to expenditure each month. This applies to all eligible employees whether or not they have signed up to the staff pension scheme. All contributions payable to the pension scheme are paid when due.</p>
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## **2.5 Assets**

<b>Properties</b>	<p>To date the Church owns no properties.</p>
<b>Equipment, Fixtures and Fittings</b>	<p>These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.</p>
<b>Depreciation</b>	<p>Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:</p> <p>Equipment, fixtures and fittings - 25% per annum straight line.</p>

## **2.6 Taxation**

The Church is not liable to income tax or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

**St Philip's Church, Sheffield**  
**Notes to the financial statements**

Notes	Unrestricted Funds		----- Restricted Funds -----				Total 2021	Total 2020
	General	Designated - Capital	Arise Community	Families Outreach	Parson Cross	Generosity Pot		
	£	£	£	£	£	£	£	£
<b>3 Income breakdown</b> (where required)								
<b>3.1 Donations &amp; grants</b>								
Members' committed giving	67,779	-	-	-	-	-	67,779	74,249
Other offerings	220	-	-	-	-	8,090	8,310	2,011
Gift-aid tax recovery	15,599	-	-	-	-	236	15,835	15,967
Grants from organisations	-	-	-	-	-	-	-	10,409
	<u>83,597</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,326</u>	<u>91,924</u>	<u>102,637</u>
<b>3.2 Charitable activities</b>								
There was no income from charitable activities during the year							-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>3.3 Other trading activities</b>								
Lettings	2,202	-	-	-	-	-	2,202	8,790
Sale of Office Equipment	3,478	-	-	-	-	-	3,478	50
Miscellaneous	5	-	-	-	-	-	5	-
	<u>5,685</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,685</u>	<u>8,840</u>
<b>4 Expenditure breakdown</b> (where required)								
<b>Charitable activities:</b>								
<b>4.1 Staff</b>								
Payroll - core employees	37,083	-	-	-	-	-	37,083	36,587
Payroll - other employees	200	-	-	4,457	-	-	4,657	5,000
Staff expenses	577	-	-	-	-	-	577	992
	<u>37,861</u>	<u>-</u>	<u>-</u>	<u>4,457</u>	<u>-</u>	<u>-</u>	<u>42,318</u>	<u>42,579</u>



St Philip's Church, Sheffield

Notes to the financial statements

Notes	Unrestricted Funds		----- Restricted Funds -----				Total 2021	Total 2020
	General	Designated - Capital	Arise Community	Families Outreach	Parson Cross	Generosity Pot		
	£	£	£	£	£	£	£	£
<b>4.2 Ministry</b>								
Whole church gatherings	1,545	-	-	-	-	-	1,545	444
PA/Worship	4,459	-	-	-	-	-	4,459	76
Youth, Children & families	378	-	-	-	-	-	378	3,494
Leaders & members training	270	-	-	-	-	-	270	3,258
Pastoral support	391	-	-	-	-	-	391	6
Hospitality	219	-	-	-	-	-	219	90
Novitiate / Intern support	-	-	-	-	-	-	-	988
Mission Focus - Parson Cross	186	-	-	-	-	-	186	175
City Centre Mission	-	-	-	-	-	-	-	20
Other mission activity	601	-	-	-	-	-	601	629
	<u>8,051</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,051</u>	<u>9,180</u>
<b>4.3 Venue</b>								
Business rates	54	-	-	-	-	-	54	-
Lease of Buildings	16,480	-	-	-	-	-	16,480	25,486
Insurance	901	-	-	-	-	-	901	1,240
Utilities	1,523	-	-	-	-	-	1,523	2,403
Telephone & broadband	470	-	-	-	-	-	470	1,015
Worship licences	458	-	-	-	-	-	458	395
Waste collection	387	-	-	-	-	-	387	568
Repairs & sundries	1,156	-	-	-	-	-	1,156	2,258
Events sundries	15	-	-	-	-	-	15	190
Capitalised additions	9	(2,834)	-	-	-	-	(2,834)	-
Capitalised disposals	9	(1,038)	-	-	-	-	(1,038)	-
Depreciation	9	292	-	-	-	-	292	-
	<u>21,444</u>	<u>(3,580)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,864</u>	<u>33,556</u>

St Philip's Church, Sheffield

Notes to the financial statements

Notes	Unrestricted Funds		Restricted Funds				Total 2021	Total 2020
	General	Designated - Capital	Arise Community	Families Outreach	Parson Cross	Generosity Pot		
	£	£	£	£	£	£	£	£
<b>4.4 Administration</b>								
Stationery, office supplies, software, bank charges	1,401	-	-	-	-	6	1,407	625
IT	259	-	-	-	-	-	259	363
Communications	481	-	-	-	-	-	481	1,990
Accountancy Fees	5,040	-	-	-	-	-	5,040	4,410
Contingencies & miscellaneous	-	-	-	-	-	-	-	-
	<u>7,180</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6</u>	<u>7,186</u>	<u>7,387</u>
<b>4.5 Independent Examiner</b>	<u>300</u>						<u>300</u>	<u>300</u>
<b>4.6 Charitable gifts</b>								
All Nations Student - Susie Boyce	-	-	-	-	-	353	353	-
Arise	-	-	-	-	-	645	645	-
Baptist Union	14	-	-	-	-	-	14	24
Ben's Centre	-	-	-	-	-	-	-	173
Big Life India	-	-	-	-	-	-	-	805
Cathedral Archer Project	-	-	-	-	-	-	-	15
Home Offering	-	-	-	-	-	-	-	220
India crisis	200	-	-	-	-	-	200	-
Networks Romania	-	-	-	-	-	-	-	49
Parson Cross Community Development	-	-	-	-	-	-	-	408
The Promised Land	-	-	-	-	-	-	-	408
Safe Families	-	-	-	-	-	384	384	-
Sheffield Diocese	2,500	-	-	-	-	-	2,500	3,750
St Luke's Hospice	-	-	-	-	-	1,374	1,374	-
Together for Schools	-	-	-	-	-	-	-	1,270
Westways Primary School	-	-	-	-	-	1,536	1,536	-
Wilson Stairlift	-	-	-	-	-	3,775	3,775	-
YBA Home Mission & other YBA	2,566	-	-	-	-	-	2,566	2,500
	<u>5,280</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,066</u>	<u>13,347</u>	<u>9,620</u>

**St Philip's Church, Sheffield**  
**Notes to the financial statements**

**5 Trustee Remuneration and related party transactions**

<b>5 Reimbursements</b>	<b>2021</b>	<b>2020</b>
Travel and other out of pocket expenses were reimbursed to trustees as follows.		
Number of trustees reimbursed	2	3
	£	£
Training for ministry	-	3,941
Church activities	740	136
Staff expenses & hospitality	209	176
Venue and office sundries	439	885
	<u>1,388</u>	<u>5,138</u>

**5 Pay and benefits**

During the year 2 of the trustees were paid for their services as employees. They benefitted as follows:

	----- 2021 -----		----- 2020 -----	
	Salary	Pension Contributions	Salary	Pension Contributions
	£	£	£	£
David Ducker (Joint Church Leader)	11,565	786	11,537	784
Sarah Ducker (Joint Church Leader)	11,565	786	11,537	784

**5 Gifts from Trustees**

All members of the Church, including Trustees, are expected to give generously to the Church to support its ministry. This is part of their expression of faith in God. No trustee gave larger gifts than the norm to the Church. No trustee sought to influence the activities of the Church by the amount that he or she gave.

**6 Summary declaration**

Excluding the above amounts received or given, no trustee or other person connected to the Church had any personal interest in any contract or transaction related to the Church during the year.

**St Philip's Church, Sheffield**  
**Notes to the financial statements**

**6 Preparation and examination of the financial statements**

These statements have been prepared by an outsourced accountant who prepares the Church's monthly accounts. They have been examined by an independent examiner.

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Provision for Independent Examiner's fee & costs	300	300

**7 Employees**

No employee earned more than £60,000 during the year.

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Payroll costs</b>		
Central Ministry & Administration	37,083	36,587
Events Manager	200	4,511
Prison Ministry	0	489
Families Outreach Workers	4,457	0
	<u>41,741</u>	<u>41,587</u>

**Payroll breaks down as:**

Gross pay to employees	39,297	39,333
Employer's national insurance	1,119	898
Employment Allowance	(1,119)	(1,021)
Statutory Maternity Pay recoverable from HMRC	-	101
Employer's pension contributions	2,443	2,276
	<u>41,741</u>	<u>41,587</u>

**Average head count**

Full-time employees	0.0	0.0
Part-time employees	4.3	4.1
	<u>4.3</u>	<u>4.1</u>

**Full time equivalent employees**

General Ministry & Administration	1.1	1.1
Events Manager & cleaners	0.0	0.4
Prison Ministry	0.0	0.1
Families Outreach	0.2	0.0
	<u>1.3</u>	<u>1.6</u>



**St Philip's Church Sheffield**  
**Notes to the financial statements**

## **8 Pensions**

The Church participates in the Pension Builder 2014 scheme section of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the scheme separately from those of each participating employer.

The CWPF has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

The Pension Builder 2014 scheme is classed as a defined benefit scheme (because it guarantees a minimum pay-out at Normal Retirement Age) though it has all the elements of a money-purchase scheme. It meets the Pension Regulator's auto enrolment requirements.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement.

Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme. The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme.

The pensions costs charged to expenditure (in the SoFA) in the year are contributions payable plus any contributions calculated and set aside by the Church where pensionable salary details have not been brought up to date by the Pensions Board.

A full actuarial valuation of the Pension Builder Scheme is carried out once every three years; the next full actuarial valuation is due as at 31 December 2022. A snapshot was provided at 31 December 2020: for the Pension Builder 2014 section, the valuation revealed a surplus of £7.2m on the ongoing assumptions used. There is no requirement for deficit payments by participating employers at the current time. The next full actuarial valuation is due as at 31 December 2022.

The legal structure of the scheme is such that, in the event of a scheme deficit, if another employer fails, St Philip's Church could become responsible for paying a share of the failing employer's pension liabilities.

At 31 December 2021 the Church had 3 active members in the Pension Builder 2014 section.

The Church contributes 7% of basic salary (which includes 1% for death in service cover of 4 times salary) and the employees are required to contribute a minimum contribution of 2%. The employer's contributions for the year totalled £2,443 (2020 - £2,276).

**St Philip's Church, Sheffield**  
**Notes to the financial statements**

**9 Tangible fixed assets**

The Church owns no land or buildings. Its only fixed assets consist of equipment, fixtures and fittings.

	<b>2021</b>	<b>2020</b>
<b>Cost</b>	<b>£</b>	<b>£</b>
Brought forward	15,991	15,991
Additions	2,834	-
Disposals	(14,850)	-
Total at the end of the year	<u>3,975</u>	<u>15,991</u>
<b>Depreciation</b>		
Brought forward	15,991	15,991
On disposals	(14,850)	-
Charge for the year	292	-
Total at the end of the year	<u>1,433</u>	<u>15,991</u>
Net book value at the end of the year	<u><u>2,542</u></u>	<u><u>-</u></u>
Net book value at the beginning of the year	<u><u>-</u></u>	<u><u>-</u></u>

**10 Debtors and Prepayments**

	<b>£</b>	<b>£</b>
Accounts receivable	-	-
Gift Aid - income tax recoverable	4,304	8,275
Prepayments	724	6,509
Sundry debtors	-	-
	<u>5,028</u>	<u>14,784</u>

**11 Cash at Bank and in Hand**

	<b>£</b>	<b>£</b>
Cash at Bank	59,363	50,860
Cash in Hand	123	54
	<u>59,487</u>	<u>50,914</u>
<b>Total Current Assets</b>	64,515	65,698

**12 Creditors and Accruals**

**12.1 Creditors due within one year**

	<b>£</b>	<b>£</b>
Trade creditors	285	7,778
Pension contributions accrual	258	209
PAYE tax & national insurance	389	169
Sundry creditors and accruals	774	754
	<u>1,706</u>	<u>8,909</u>

**12.2 Creditors: amounts falling due after more than one year**

There were no long term creditors	-	-
	<u>-</u>	<u>-</u>

**St Philip's Church Sheffield**  
**Notes to the financial statements**

## **13 Funds**

The movement and balances of all funds are given in detail in the SoFA and SoFP and the notes to which they refer.

### **Unrestricted Funds**

#### **13.1 General Fund**

The General Fund is used for the general ministry of the church. It can be used for any of the charitable objectives of the Church. Its use is at the direction of the Trustees

#### **13.2 Capital Fund (Designated)**

A designated fund is a fund where the Trustees have chosen to set aside money or other assets for a particular purpose. They have discretion to move some or all of the designated fund back into the general fund at any time.

The Trustees prefer the General Fund to reflect just the movement and balance of the liquid unrestricted assets (cash, debtors and creditors) of the Church. Hence the value of the tangible assets is held separately in this designated fund.

### **Restricted Funds**

#### **13.3 Arise Community Fund**

Arise is a missional community based in Pitsmoor. Money is received into this fund particularly for work amongst children and their families in that area.

#### **13.4 Parson Cross Fund**

The Church has a mission team based in the Parson Cross area. Church members have given gifts to this fund to enable outreach activities. Disbursal of the fund is supervised by the Parson Cross mission team leader.

	<b>Opening Balance</b>	<b>Income</b>	<b>Expended</b>	<b>Closing Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Parson Cross	4,519	-	-	4,519

#### **13.5 Baptist Minister Training**

Sarah Ducker, one of the Church leaders, was a student with St Hild's College and Northern Baptist College with a view to being ordained as a Baptist Minister. The Yorkshire Baptist Association paid part of her fees through this fund; the balance of the fees were paid from the General Fund. This fund was fully expended at 31st December 2020.

#### **13.6 Families Outreach**

In November 2020 the church was awarded a grant of £6,500 from Baptist Insurance to be used towards half of the first year's salary of three part-time Families Outreach workers. Their role is to develop and support missional outreach with a focus on families with young children in Parson Cross and the S6 area. The Families Outreach workers commenced employment in August 2021.

	<b>Opening Balance</b>	<b>Income</b>	<b>Expended</b>	<b>Closing Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Families Outreach	6,500	-	(4,457)	2,043

**St Philip's Church Sheffield**  
**Notes to the financial statements**

**13.7 Generosity Pot**

From time to time the Church appeals for offerings to support mission organisations or individuals engaged in mission. The gifts received into this fund are forwarded as soon as practicable to the designated beneficiaries.

<b>14 Grants over £1,000 from institutions</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Baptist Insurance - Families Outreach Workers (note 13.6 above)	-	6,500
Yorkshire Baptist Association - minister training support (note 13.5 above)	-	1,750

**15 Grants to institutions**

All gifts and grants are detailed in Note 4.6.

**16 Operating lease**

In July 2019 the Church contracted for a 5-year lease of 21-23 North Church Street for the use of the Church as its operations base; the landlord was the Sheffield Church Burgesses Trust and this contract was cancelled in July 2021. In August 2021 the Church contracted for a 1-year lease of The Stamp House, 52 Bank Street; the landlord is The Stamp House Ltd

**17 Capital commitments**

The Church had no capital commitments at the year end.



## INDEPENDENT EXAMINER'S REPORT TO ST PHILIP'S CHURCH

I report on the accounts of St Philip's Church for the year ended 31st December 2021

### Respective responsibilities of the trustees and examiner

St Philip's Church is responsible for the preparation of the accounts. St Philip's Church considers 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(5)(b) of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission; 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 St Philip's Church 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 St Philip's Church concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### 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.

Shahida Siddique

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Sheffield,  
S9 3TY

LLP



FaithStar  
LLP

Signed Independent Examiner  
Miss Chloe Winter  
AAT, ACIE

11/07/22