

St Philip's Church Sheffield

Registered Charity Number 1161810

**Trustees' Annual Report and Financial Statements
for the
Year ended 31st December 2022**

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St Philip's Church, Sheffield

Trustees' Annual Report for the year ended 31 December 2022

The Trustees are pleased to present their Annual Report together with the independently examined financial statements for the year ended 31 December 2022.

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.

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

The Church met for gathered times of worship, prayer and teaching twice a month in St Stephen's Church, Fawcett Street, S3 7PL. On the first gathering of the month there were three dedicated children and youth groups catering for children aged three to fifteen. On the third Sunday of the month the church met with all ages and explored different ways of being church intergenerationally.

On the other Sundays a more informal gathering called 'Pastries and Prayers' took place in the morning at St Stephen's, gathering for fellowship, prayer, bible reflection, *as well as outreach in the local community.*

St Philip's Church, Sheffield

Trustees' Annual Report for the year ended 31 December 2022

Other smaller community groups have met either on the alternate Sundays or midweek, including communities focusing on Pitsmoor, Parson Cross, S10/11, and a community called 'Wild Church' (which sought to explore faith community in the outdoors).

Three part-time Community Family Workers continued to develop new community initiatives in the Parson Cross and S6 area of Sheffield.

We appointed two new roles in the Autumn; a part-time Children's Work enabler and a part-time Youth Work Enabler, both appointed on an initial 12-month contract. They have begun to help grow our work as a church with children and young people.

The office is based at St Stephen's church where a small part-time team work to help with the administration and management of the church activities.

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

The church has enjoyed meeting in its new home 'St Stephen's' which has provided a good base for re-building the life and work of the church post-Covid 19. Regular patterns of prayer, worship and teaching have been re-established and different teams have begun to form to help facilitate our gatherings.

The area in which St Stephen's is located is one where those new to Sheffield from overseas often find themselves and Pastries and Prayers has proved to be a good place to welcome new residents to the area.

The Community Family Workers have developed their community outreach, including a S5 Dads group, a parenting group and a group exploring creativity.

The Children and Youth Work Enablers appointed in November have collaborated together hosting a 'House of Fun' for the children and youth, an alternative to Halloween, and a 'Scratch Nativity' which was well attended by persons beyond St Philip's.

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 had about 34 committed regular givers through 2022. At the year-end it had built up operating capital of £56,620 in its General Fund, equivalent to circa 9 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.

Review of the Financial Statements

Total income (including restricted income) was £78,367. The main source of income was church members' giving, including gift aid (99%).

Total expenditure (including restricted expenditure) was £81,569. The major areas of expenditure were staff (55%), rent, maintenance and administration (20%), ministry (19%) and charitable gifts (6%).

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 26th May 2015. The Church is governed by a constitution adopted 25th January 2015.

Recruitment and Appointment of Trustees

The Church Council is made up of:

- Ex officio Trustees - the Accredited Minister(s), Anglican or Baptist, of the LEP;
- 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 2022

Membership Numbers

At the end of 2022 the enrolled membership was as follows:

Baptists	4
Anglicans	7
Enrolled but not affiliated to either denomination	30
Identified as regular participants but not yet enrolled	5

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	St Stephen's Church, Fawcett Street, S3 7PL
Website	www.stphilipssheffield.org
Trustees – ex-officio	Mr David Ducker (Joint Church Leader) Mrs Sarah Ducker (Joint Church Leader)
Co-opted trustees (Church Wardens)	Mr Matthew Atkins Miss Deborah Green (appointed 6 th July 2022)
Elected trustees	Mr Ben Ashworth (appointed 18 th September 2022) Mrs Linda Daniel (appointed 21 st September 2021) Miss Deborah Green (until 6 th July 2022) Miss Frances Hall (appointed 21 st September 2021) Mr Peter Holt (appointed 15 th November 2020) Mr Adam Newell (until 18 th September 2022)

Trustees' declaration

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

12/07/2023

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 2022

		Unrestricted Funds		----- Restricted Funds -----						
	Notes	General	Designated - Capital	Arise Community	Families Outreach	Kids Matter	Parson Cross	Generosity Pot	Total 2022	Total 2021
		£	£	£	£	£	£	£	£	£
Income from:										
Donations & grants	3.1	75,305	-	-	-	2,000	-	685	77,990	91,924
Charitable activities	3.2	-	-	-	-	-	-	-	-	-
Other trading activities	3.3	243	-	-	-	-	-	-	243	5,685
Investments (Bank interest)		133							133	19
Total Income		75,682	-	-	-	2,000	-	685	78,367	97,628
Expenditure on:										
Charitable activities:										
Staff	4.1	42,667	-	-	2,043	-	-	-	44,710	42,318
Ministry	4.2	11,451	-	-	-	334	3,789	-	15,575	8,051
Venue	4.3	5,630	202	-	-	-	-	-	5,832	17,864
Administration	4.4	10,131	-	-	-	-	-	3	10,134	7,186
Independent examiner	4.5	500	-	-	-	-	-	-	500	300
Charitable Gifts	4.6	4,488	-	-	-	-	-	330	4,818	13,347
Total Expenditure		74,868	202	-	2,043	334	3,789	333	81,569	89,065
Net Income /(Expenditure)		814	(202)	-	(2,043)	1,666	(3,789)	352	(3,202)	8,562
Gross transfers between funds	4.7	1,038	(1,038)	-	-	-	-	-	-	-
Net movement in funds		1,851	(1,240)	-	(2,043)	1,666	(3,789)	352	(3,202)	8,562
Total funds at 01 January 2022		54,769	3,580	24	2,043	-	4,519	416	65,351	56,789
Funds at 31 December 2022		56,620	2,340	24	-	1,666	730	768	62,149	65,351

St Philip's Church, Sheffield
Statement of Financial Position as at 31 December 2022
 (Balance Sheet)

	Notes	Unrestricted Funds		----- Restricted Funds -----					Total 2022	Total 2021
		General	Designated - Capital	Arise Community	Families Outreach	Kids Matter	Parson Cross	Generosity Pot		
		£	£	£	£	£	£	£	£	£
Fixed Assets										
Equipment, fixtures & fittings	9	-	2,340	-	-	-	-	-	2,340	2,542
Current Assets										
Debtors	10	15,425	-	-	-	-	-	104	15,528	5,028
Cash at bank and in hand	11	42,362	-	24	-	1,666	730	665	45,447	59,487
Total current assets		57,787	-	24	-	1,666	730	768	60,975	64,515
Liabilities										
Creditors: Amounts falling due . within one year	12.1	(1,167)	-	-	-	-	-	-	(1,167)	(1,706)
Net current assets		56,620	-	24	-	1,666	730	768	59,809	62,809
Total assets less current liabilities		56,620	2,340	24	-	1,666	730	768	62,149	65,351
Creditors: Amounts falling due after more than one year	12.2	-	-	-	-	-	-	-	-	-
Total net assets		56,620	2,340	24	-	1,666	730	768	62,149	65,351
Funds										
Unrestricted Funds		56,620	2,340						58,960	58,349
Restricted Funds				24	-	1,666	730	768	3,188	7,002
Total Funds		56,620	2,340	24	-	1,666	730	768	62,149	65,351

The financial statements and notes on pages 6 to 19 were approved by the trustees on the date 12/07/2023 and signed on their behalf by: MAA

Mr Matthew Atkins, Chair of Trustees

St Philip's Church, Sheffield
Statement of Cash Flows
for the year ended 31 December 2022

	2022 £	2021 £
Reconciliation of net income/(expenditure) to net cash flow from operating activities		
Net income / (expenditure) for the year	(3,202)	8,562
Adjustments for:		
Depreciation charges	810	292
Interest receivable	(133)	(19)
(Increase)/decrease in Debtors	(10,501)	9,756
Increase/(decrease) in Creditors	(539)	(7,203)
Net cash provided by /(used in) operating activities	(13,565)	11,388
Statement of cash flows		
Net cash provided by /(used in) operating activities	(13,565)	11,388
Cash flows from investing activities		
Bank interest	133	19
(Purchase of tangible assets)	(608)	(2,834)
Sale of tangible fixed assets	-	-
Loss / (Gain) on sale of assets	-	-
Change in cash in the year	(14,040)	8,573
Cash at bank and in hand at beginning of the year	59,487	50,914
Cash at the end of the year	45,447	59,487
Analysis of cash at year end		
Petty cash	103	123
Cash at CAF Bank	45,344	59,363
Total cash held	45,447	59,487

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.

General funds	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.
Designated funds	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.
Restricted funds	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

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

Gifts in kind	<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>
Donated services and facilities	<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>
Volunteer help	<p>The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.</p>
Investment income	<p>This is included in the accounts when receivable. It consists only of bank interest.</p>

2.3 Expenditure and Liabilities

Liability recognition	<p>Liabilities are recognised as soon as there is a legal or constructive obligation committing the Church to pay out resources.</p>
Gifts and grants	<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

Employer contributions	<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

Properties	<p>To date the Church owns no properties.</p>
Equipment, Fixtures and Fittings	<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>
Depreciation	<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 2022	Total 2021
	General	Designated - Capital	Arise Community	Families Outreach	Kids Matter	Parson Cross	Generosity Pot		
	£	£	£	£	£	£	£	£	£
3 Income breakdown (where required)									
3.1 Donations & grants									
Members' committed giving	61,635	-	-	-	-	-	-	61,635	67,779
Other offerings	50	-	-	-	-	-	581	631	8,310
Gift-aid tax recovery	13,620	-	-	-	-	-	104	13,724	15,835
Grants from organisations	-	-	-	-	2,000	-	-	2,000	-
	<u>75,305</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>685</u>	<u>77,990</u>	<u>91,924</u>
3.2 Charitable activities									
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>	<u>-</u>
3.3 Other trading activities									
Lettings	55	-	-	-	-	-	-	55	2,202
Sale of Office Equipment	114	-	-	-	-	-	-	114	3,478
Miscellaneous	75	-	-	-	-	-	-	75	5
	<u>243</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>243</u>	<u>5,685</u>
4 Expenditure breakdown (where required)									
Charitable activities:									
4.1 Staff									
Payroll - core employees	32,875	-	-	-	-	-	-	32,875	37,083
Payroll - other employees	8,896	-	-	2,043	-	-	-	10,938	4,657
Staff expenses	897	-	-	-	-	-	-	897	577
	<u>42,667</u>	<u>-</u>	<u>-</u>	<u>2,043</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>44,710</u>	<u>42,318</u>

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

Notes	Unrestricted Funds		Restricted Funds					Total 2022	Total 2021
	General	Designated - Capital	Arise Community	Families Outreach	Kids Matter	Parson Cross	Generosity Pot		
	£	£	£	£	£	£	£	£	£
4.2 Ministry									
Whole church gatherings	5,184	-	-	-	-	-	-	5,184	1,545
PA/Worship	2,851	-	-	-	-	-	-	2,851	4,459
Youth, Children & families	1,528	-	-	-	-	-	-	1,528	378
Leaders & members training	464	-	-	-	-	-	-	464	270
Pastoral support	-	-	-	-	-	-	-	-	391
Hospitality	147	-	-	-	-	-	-	147	219
Kids Matter	-	-	-	-	334	-	-	334	-
Mission Focus - Parson Cross	266	-	-	-	-	3,789	-	4,055	186
Pitsmoor mission & gatherings	347	-	-	-	-	-	-	347	-
Other mission activity	665	-	-	-	-	-	-	665	601
	11,451	-	-	-	334	3,789	-	15,575	8,051
4.3 Venue									
Business rates	109	-	-	-	-	-	-	109	54
Lease of Buildings	4,600	-	-	-	-	-	-	4,600	16,480
Insurance	325	-	-	-	-	-	-	325	901
Utilities	-	-	-	-	-	-	-	-	1,523
Telephone & broadband	-	-	-	-	-	-	-	-	470
Worship licences	474	-	-	-	-	-	-	474	458
Waste collection	-	-	-	-	-	-	-	-	387
Repairs & sundries	122	-	-	-	-	-	-	122	1,156
Events sundries	-	-	-	-	-	-	-	-	15
Capitalised additions	9	(608)	-	-	-	-	-	(608)	(2,834)
Capitalised disposals	9	-	-	-	-	-	-	-	(1,038)
Depreciation	9	810	-	-	-	-	-	810	292
	5,630	202	-	-	-	-	-	5,832	17,864
4.4 Administration									
Stationery, office supplies, software, bank charges	451	-	-	-	-	-	3	455	1,407
IT	1,424	-	-	-	-	-	-	1,424	259
Communications	384	-	-	-	-	-	-	384	481
Accountancy Fees	7,872	-	-	-	-	-	-	7,872	5,040
Contingencies & miscellaneous	-	-	-	-	-	-	-	-	-
	10,131	-	-	-	-	-	3	10,134	7,186
4.5 Independent Examiner	500							500	300

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

Notes	Unrestricted Funds		----- Restricted Funds -----					Total 2022	Total 2021
	General	Designated - Capital	Arise Community	Families Outreach	Kids Matter	Parson Cross	Generosity Pot		
	£	£	£	£	£	£	£	£	£
4.6 Charitable gifts									
All Nations Student - Susie Boyce	-	-	-	-	-	-	-	-	353
Arise	-	-	-	-	-	-	-	-	645
Baptist Union	186	-	-	-	-	-	-	186	14
India crisis	800	-	-	-	-	-	-	800	200
The Promised Land	1	-	-	-	-	-	330	331	-
Safe Families	-	-	-	-	-	-	-	-	384
Sheffield Diocese	1,750	-	-	-	-	-	-	1,750	2,500
St Luke's Hospice	-	-	-	-	-	-	-	-	1,374
Westways Primary School	-	-	-	-	-	-	-	-	1,536
Wilson Stairlift	-	-	-	-	-	-	-	-	3,775
YBA Home Mission & other YBA	1,750	-	-	-	-	-	-	1,750	2,566
	<u>4,488</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>330</u>	<u>4,818</u>	<u>13,347</u>
4.7 Transfers									
Surplus on disposal of assets	1,038	(1,038)	-	-	-	-	-	-	-
	<u>1,038</u>	<u>(1,038)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

5 Trustee Remuneration and related party transactions

5 Reimbursements	2022	2021
Travel and other out of pocket expenses were reimbursed to trustees as follows.		
Number of trustees reimbursed	4	2
	£	£
Training for ministry	414	-
Church activities	829	740
Staff expenses & hospitality	230	209
Venue and office sundries	1,332	439
	<u>2,804</u>	<u>1,388</u>

5 Pay and benefits

During the year 3 of the trustees and 1 spouse of a trustee were paid for their services as employees. They benefitted as follows:

	----- 2022 -----		----- 2021 -----	
	Salary	Pension Contributions	Salary	Pension Contributions
	£	£	£	£
David Ducker (Joint Church Leader)	12,919	881	11,565	786
Sarah Ducker (Joint Church Leader)	13,213	901	11,565	786
Frances Hall (Administrator)	401	-	-	-
Rowan Holt (Youth Enabler)	570	-	-	-

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.

	2022	2021
	£	£
Provision for Independent Examiner's fee & costs	500	300

7 Employees

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

	2022	2021
	£	£
Payroll costs		
Central Ministry & Administration	32,875	37,083
Families Outreach	10,938	4,457
Events Manager	0	200
	<u>43,813</u>	<u>41,741</u>

Payroll breaks down as:

Gross pay to employees	41,880	39,297
Employer's national insurance	1,246	1,119
Employment Allowance	(1,246)	(1,119)
Statutory Maternity Pay recoverable from HMRC	-	-
Employer's pension contributions	1,933	2,443
	<u>43,813</u>	<u>41,741</u>

Average head count

Full-time employees	0.0	0.0
Part-time employees	5.8	4.3
	<u>5.8</u>	<u>4.3</u>

Full time equivalent employees

Central Ministry & Administration	1.1	1.1
Families Outreach	0.5	0.2
	<u>1.6</u>	<u>1.3</u>

St Philip's Church Sheffield
Notes to the financial statements

8 Pensions

The Church participates in the Pension Builder Scheme section of CWPf for lay staff. CWPf is administered by the Church of England Pensions Board, which holds the CWPf assets separately from those of the Employer and other participating employers.

CWPf has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections:
 - a. a deferred annuity section known as Pension Builder Classic, and,
 - b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

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 FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, the Church could become responsible for paying a share of the failed employer's pension liabilities.

At 31 December 2022 the Church had 2 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 pensions costs charged to the SoFA in the year are the contributions payable (2022: £1,933, 2021: £2,443).

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.

	2022	2021
Cost	£	£
Brought forward	3,975	15,991
Additions	608	2,834
Disposals	-	(14,850)
Total at the end of the year	<u>4,583</u>	<u>3,975</u>
Depreciation		
Brought forward	1,433	15,991
On disposals	-	(14,850)
Charge for the year	810	292
Total at the end of the year	<u>2,243</u>	<u>1,433</u>
Net book value at the end of the year	<u><u>2,340</u></u>	<u><u>2,542</u></u>
Net book value at the beginning of the year	<u><u>2,542</u></u>	<u><u>-</u></u>

10 Debtors and Prepayments

	£	£
Accounts receivable	-	-
Gift Aid - income tax recoverable	15,004	4,304
Prepayments	525	724
Sundry debtors	-	-
	<u>15,528</u>	<u>5,028</u>

11 Cash at Bank and in Hand

	£	£
Cash at Bank	45,344	59,363
Cash in Hand	103	123
	<u>45,447</u>	<u>59,487</u>
Total Current Assets	60,975	64,515

12 Creditors and Accruals

12.1 Creditors due within one year

	£	£
Trade creditors	(565)	285
Pension contributions accrual	198	258
PAYE tax & national insurance	223	389
Sundry creditors and accruals	1,310	774
	<u>1,167</u>	<u>1,706</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 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.

	Opening Balance	Income	Expended	Closing Balance
	£	£	£	£
Families Outreach	2,043	-	(2,043)	-

13.5 Kids Matter

St Philip's received a Cinnamon micro grant for £2,000 provided by their partners Andrews Charitable Trust. The grant is to be match funded by St Philip's and is for the setting up and running of a Kidsmatter project. Kidsmatter is an organisation that helps run parenting programmes to equip mums, dads and carers with the confidence, competence and community they need to enable their children to thrive.

	Opening Balance	Income	Expended	Closing Balance
	£	£	£	£
Kids Matter	-	2,000	(334)	1,666

St Philip's Church Sheffield
Notes to the financial statements

13.6 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.

	Opening Balance	Income	Expended	Closing Balance
	£	£	£	£
Parson Cross	4,519	-	(3,789)	730

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.

14 Grants over £1,000 from institutions	2022	2021
	£	£
<i>Cinnamon Network - Kids Matter (note 13.5 above)</i>	2,000.00	-

15 Grants to institutions

All gifts and grants are detailed in Note 4.6.

16 Operating lease

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. This lease ended on 31st July 2022. St Philip's took out a new lease at St Stephen's Church on the 14th of July 2022 on a month-to-month rolling contract. The Landlord is St Tims & The Vine Sheffield of Primrose Hill, Sheffield. S6 2UW

17 Capital commitments

The Church had no capital commitments at the year end.

I report on the accounts of St Philip's Church for the year ended 31st December 2022

Respective responsibilities of the PCC 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.

FaithStar LLP
Creative Corner,
1 Riverside Court,
Don Road,
Sheffield
S9 2TJ



Signed Independent Examiner
Mr Ash Najib
AAT, ACIE

14/07/23

St Philip's Church Sheffield

Registered Charity Number 1161810

**Trustees' Annual Report and Financial Statements
for the
Year ended 31st December 2022**

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St Philip's Church, Sheffield

Trustees' Annual Report for the year ended 31 December 2022

The Trustees are pleased to present their Annual Report together with the independently examined financial statements for the year ended 31 December 2022.

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.

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

The Church met for gathered times of worship, prayer and teaching twice a month in St Stephen's Church, Fawcett Street, S3 7PL. On the first gathering of the month there were three dedicated children and youth groups catering for children aged three to fifteen. On the third Sunday of the month the church met with all ages and explored different ways of being church intergenerationally.

On the other Sundays a more informal gathering called 'Pastries and Prayers' took place in the morning at St Stephen's, gathering for fellowship, prayer, bible reflection, *as well as outreach in the local community.*

St Philip's Church, Sheffield

Trustees' Annual Report for the year ended 31 December 2022

Other smaller community groups have met either on the alternate Sundays or midweek, including communities focusing on Pitsmoor, Parson Cross, S10/11, and a community called 'Wild Church' (which sought to explore faith community in the outdoors).

Three part-time Community Family Workers continued to develop new community initiatives in the Parson Cross and S6 area of Sheffield.

We appointed two new roles in the Autumn; a part-time Children's Work enabler and a part-time Youth Work Enabler, both appointed on an initial 12-month contract. They have begun to help grow our work as a church with children and young people.

The office is based at St Stephen's church where a small part-time team work to help with the administration and management of the church activities.

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

The church has enjoyed meeting in its new home 'St Stephen's' which has provided a good base for re-building the life and work of the church post-Covid 19. Regular patterns of prayer, worship and teaching have been re-established and different teams have begun to form to help facilitate our gatherings.

The area in which St Stephen's is located is one where those new to Sheffield from overseas often find themselves and Pastries and Prayers has proved to be a good place to welcome new residents to the area.

The Community Family Workers have developed their community outreach, including a S5 Dads group, a parenting group and a group exploring creativity.

The Children and Youth Work Enablers appointed in November have collaborated together hosting a 'House of Fun' for the children and youth, an alternative to Halloween, and a 'Scratch Nativity' which was well attended by persons beyond St Philip's.

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 had about 34 committed regular givers through 2022. At the year-end it had built up operating capital of £56,620 in its General Fund, equivalent to circa 9 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.

Review of the Financial Statements

Total income (including restricted income) was £78,367. The main source of income was church members' giving, including gift aid (99%).

Total expenditure (including restricted expenditure) was £81,569. The major areas of expenditure were staff (55%), rent, maintenance and administration (20%), ministry (19%) and charitable gifts (6%).

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 26th May 2015. The Church is governed by a constitution adopted 25th January 2015.

Recruitment and Appointment of Trustees

The Church Council is made up of:

- Ex officio Trustees - the Accredited Minister(s), Anglican or Baptist, of the LEP;
- 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 2022

Membership Numbers

At the end of 2022 the enrolled membership was as follows:

Baptists	4
Anglicans	7
Enrolled but not affiliated to either denomination	30
Identified as regular participants but not yet enrolled	5

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	St Stephen's Church, Fawcett Street, S3 7PL
Website	www.stphilipssheffield.org
Trustees – ex-officio	Mr David Ducker (Joint Church Leader) Mrs Sarah Ducker (Joint Church Leader)
Co-opted trustees (Church Wardens)	Mr Matthew Atkins Miss Deborah Green (appointed 6 th July 2022)
Elected trustees	Mr Ben Ashworth (appointed 18 th September 2022) Mrs Linda Daniel (appointed 21 st September 2021) Miss Deborah Green (until 6 th July 2022) Miss Frances Hall (appointed 21 st September 2021) Mr Peter Holt (appointed 15 th November 2020) Mr Adam Newell (until 18 th September 2022)

Trustees' declaration

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

12/07/2023

Signed on their behalf by


Mr Matthew Atkins, Chair of Trustees