

REVIEW OF CHURCH ACTIVITIES IN 2020 **(with updates to 15th March, 2021)**

ACTIVITIES HAVE BEEN REDUCED THIS YEAR DUE TO COVID-19

The Coronavirus pandemic has quite understandably played havoc with the lack of activities which have taken place since 23rd March 2020 when the first lockdown took place. COVID 19 also affected the usual time scale for preparing our annual report and the presentations to both the PCC for formal acceptance and then to the APCM.

The Annual Report for 2019 included the whole of that calendar year and activities up to 25th August, 2020 with the report being accepted by the PCC on 14th September 2020 and presented to the APCM on 11th October, 2020. Therefore, what happened up to 25th August, 2020 has already been mentioned in the 2019 Annual Report so will only be touched on as background information where there have been developments since 25th August 2020 right up to 15th March, 2021.

CHURCH SCHOOLS:

As part of our on-going commitment to our Church Schools, we continued to purchase sufficient **bibles to enable each child in year three, at both Howick and Cop Lane Schools, to have their own copy** to use for the remaining four years at their primary school and then to take with them when they move onto secondary education. This continues to be very much appreciated by pupils, their parents and staff alike.

Presentation of bibles to each school took place during the Autumn term but none of the Foundation Governors were able to be physically present in school so the respective headteachers made the presentations of behalf of St Mary's Church.

Due to COVID and the various restrictions and lockdowns, children's education has been adversely affected. Even when schools were fully open, some year groups/classes had been subject to COVID with the children having to isolate at home for a 10day period but continued to receive tuition remotely. During the later periods of time when schools were officially closed to pupils during term time, up to 40% of children were actually in school because they were classed either as 'vulnerable' or their parents were classed as 'key workers'. This caused additional workloads for teachers having to do both remote teaching and actual teaching to those in school.

Too much praise cannot be given to headteachers and staff at both schools for rising to these unprecedented challenges and going over and beyond to ensure that children continued to be taught. Foundation governors at both schools have ensured that their actions have been recorded at full Governing Board meetings which have all been held on Zoom. Schools are due to reopen to all pupils from 8th March.

VOLUNTEERS:

The Church Regulations require that any “***substantial voluntary help***” must be recorded in their Annual Report. There is a small group of active parishioners who give of their services in financial management, general maintenance and administration. The Parish is very fortunate to have such people who are prepared to continue to give so much of their time and talents for the benefit of the Parish. Our Vicar continues to say this publicly on all occasions. We are required by the Regulations to state if any member of the PCC has received any payment for their services during the course of the year. We report that David and Rachel Tuke are members of the bell-ringing team and their fees are in accordance with those approved by the PCC. Our organist Rhoda Martin is also paid in accordance with the approved rates.

We do not have an appointed vergers but when a wedding or funeral takes place, the Vicar asks if someone could act as a vergers. David Thornton and Jill Howe (Churchwardens) perform these duties but only infrequently and are paid the statutory fee in each case. This is not really defined as “***substantial voluntary help***” because only a small fee is paid but with the other substantial voluntary work each undertakes, it was felt this should be recorded in this report to demonstrate transparency.

ECUMENICAL MATTERS:

All eight churches in Penwortham form the Ecumenical Group – two are Church of England (St. Leonard’s and ourselves), two are Methodist, two are Roman Catholic, one is the United Reform Church and the eighth is a free church which meets in Whitefield Road Primary School. Each church sends to South Ribble Borough Council’s (SRBC’s) Community Liaison Officer, the various events and services which happen during Advent and over Christmas who then produce and distribute a leaflet highlighting all these events in Penwortham. This year due to COVID, most of the events/services did not take place.

The procession of witness on Good Friday in 2020 was cancelled due to COVID-19 and the 2021 has also been cancelled. Similarly, both **Penwortham Live 20** and **Penwortham Gala in 2020** were both cancelled.

Our Church hosted the Churches Together in Penwortham **World Day of Prayer** in March, 2020 just before the COVID-19 lockdown. Lancashire Sings Christmas, organized by BBC Radio Lancashire, was broadcast only without anyone gathering at various venues up and down the County.

PARISH FINANCES:

The Statement of Financial Practice (SFP) 2015 and the subsequent changes to the Church Accounting Practices dictate how our accounts have to be prepared.

David Tuke is our treasurer, who has financial skills and he has prepared the accounts using specifically designed computer software for church accounting procedures and we have been able to show a true comparison with activity in 2019 alongside 2020.

The accounts, balance sheet and notes to the accounts forming part of the annual report are shown on pages 1 -10 including the Independent Examiners certificate giving us a clear bill of health (see page 11). These will be explained by our treasurer at our Annual Parochial Church Meeting (APCM) scheduled to take place on Zoom on Sunday 18th April 2021 commencing at 2pm.

The Church Regulations state that both the Annual Report and Accounts have to be approved by the PCC as they are the Trustees and are later presented at the APCM for those present to receive and note. Details are then forwarded electronically to both the Church of England Statistics Branch and the Diocese before the deadline date.

CHILDREN / VULNERABLE ADULT PROTECTION & SAFE FROM HARM POLICY:

Gareth Allen, our Parish Safeguarding Officer updated our Policies and Appendices which were presented and re-affirmed by the PCC in July 2020. These documents continue to be displayed in Church and on our Church website. The forms in the appendices continue to be valid and there was also no change needed to the Vulnerable Adult Policy.

The Disclosure & Barring Service (DBS) has become much more rigorous as the Churches Child Protection Advisory Service (CCPAS), now called “Thirtyoneeight”, have had to comply with the latest changes to the Data Protection Policy. This is now giving greater security to our applicants moving forward as the information provided is highly sensitive.

The Church of England issued new instructions on what information about safeguarding had to be clearly displayed in church as well as on our church website. We can report that we are totally compliant.

We continue to be committed to providing a safe environment for all children and vulnerable adults.

THE CHURCH BUILDING:

QUINQUENNIAL (every 5 years) INSPECTION:

Every five years a full report (quinquennial report) on the condition and fabric of our Grade II* listed church has to be carried out by a diocesan approved qualified architect who for us is Stephen Fish. The latest Inspection took place in September 2017 and the report was sent to the PCC in January 2018. There were two urgent items requiring attention.

One was to address issues with the parapets which had resulted in some dampness coming through onto the walls in the Nave and the second was to address crumbling masonry around the West window. Specialists have now been to church and given quotes for both jobs. The Chancellor of the Diocese (the planning authority) directed that the observations of the Society for the Preservation of Ancient Buildings (SPAB) had to be sought before anything further could be progressed. This delayed any work being started. In September 2020 the Chancellor gave authorization for the work to go ahead with the approved contractor giving a start date of February, 2021 but this has subsequently been put back due to COVID.

The other work identified to be completed within the next two years will be carried out with total costings for all the work identified estimated at £76,000. Most of this work will have to be done by professionals. Two important pieces of work which have been addressed by one such professional, was the replacement of tiles on the nave roof which now makes us watertight again and the removal of the flag pole as its' wooden housing in the roof of the tower was found to be totally rotten. Many of the other minor tasks have now been done and the remainder will be completed by parishioners.

COVID – THE EFFECTS ON CHURCH SERVICES:

The government imposed a national lockdown on 23rd March, 2020 which included all churches. During this period, risk assessments were done and the church put in place all the requirements to be COVID compliant. Our monthly Parish Magazine, from the April edition onwards, was compiled as usual but not printed as volunteer distributors to the 300 plus households and other premises in Penwortham were not allowed under COVID restrictions BUT the Magazine continued to be put on our church website. This was the first occasion in over 150 years that the Church Magazine has not been printed and circulated by hand.

The following highlight key dates and changes affecting attendance and worship at church since the 23rd March 2020 up to the present time of compilation on 15th March, 2020. Information was circulated in the form of a letter from the Vicar which was emailed to some 102 households as well as being put on our church website, our church Facebook page and other local social media sites. There are in the region of 20 parishioners who are on our Church Electoral Roll who do **not** have access either to email or the web, so letters from the Vicar have either been posted or hand delivered so everyone has been kept up to date.

- **5th June** – Allowed to open the church for private prayer only. The church was opened up every Thursday at 9.30am for an hour and every Sunday at 10.15am again for an hour.
- **5th July** – Church allowed to be open with a maximum of 30 social distanced chairs in place and all other COVID restrictions in place which included no singing. The usual two Sunday services and the Thursday morning service resumed with the congregation allowed to take communion (bread only).
- **24th July** – An additional restriction was required with everyone having to wear a mask in church
- **5th November** – second lockdown – church closed until 6th December.
- **8th November** – the remembrance service at 10.15am was streamed and recorded on Zoom for the first-time enabling parishioners at home to feel part of the service. The recorded service was put on our YouTube channel with the link on our church website so the service could be viewed at a time convenient to the individual. The following Sunday, the 10.15am communion service was streamed on Zoom and has been every Sunday since. This will continue even when all restrictions have been lifted. All parishioners can now feel part of the church family involved in their worship from the comfort of their own home whilst they are unable to be at church itself.
- **3rd December** – the 9.30am Thursday morning communion service was suspended and details of additional services over the Christmas period were announced and circulated. The church re-opened on **6th December** with the same restrictions in place prior to the second lockdown.
- **5th January, 2021** – The Government announced a third national lockdown but allowed communal worship for all faiths to continue. The infection rates in Lancashire were the highest in the Country and the Public Health Directors of Lancashire on 7th January issued a strongly worded letter and these are their actual words
“As Directors of Public Health representing Lancashire, we are strongly advising all faith communities to pause communal prayer and worship during the lockdown period, to reduce the possible spread of the new COVID variant.
“We’re seeing increasing number of cases in Lancashire, and worrying number of people hospitalized from COVID, as well as increasing numbers of deaths. NHS and hospital capacity is under enormous strain across Lancashire”
- During the course of the following two days, faith leaders of many churches in Lancashire agreed to pause communal worship and prayer and with the Government also issuing a nation-wide plea for people to stay at home *“as if they had the virus”*, the Standing Committee met on 9th January and unanimously agreed that our church would be closed for communal worship and prayer BUT the 10.15am Sunday communion service on **10th January** would take place in church with only the clergy present and the service streamed on Zoom which continued up to and including 7th March.

- At the end of February, the Lancashire Directors of Health issued another statement saying:- *“that as and from 8th March we will rescind our strong advice to pause communal prayer and worship as we feel the situation has significantly improved with the end of the lockdown and children going back to school”*. The Standing Committee met on 4th March, and unanimously agreed that church would **be opened again for both Sunday services and the Thursday morning service starting on Sunday 14th March (Mothering Sunday) under the current COVID restrictions which were in operation prior to Christmas**. The Standing Committee also re-affirmed that the 10.15am Sunday communion service would continue to be streamed on Zoom.

From a very ‘Heath-Robinson’ streaming on Zoom through a router that was not powerful enough when we started back in November, significant enhancements have now been made so for the last 8 weeks, both the sound and vision is now satisfactory but more work is now in progress to improve the situation even further.

Since the 23rd March last year due to the COVID restrictions, singing in church has not been allowed and this situation is likely to continue until all lockdown restrictions are lifted which is scheduled to take place on 21st June at the earliest. Our 10.15am Sunday communion service has been the poorer for no singing as this is such an important part of our worship. There was a nucleus of about eight or nine members of the congregation who enhanced the Sunday service with their musical contribution particularly during and after the administration of the sacraments. Without the support of our organist Rhoda Martin this would not have happened and it is hoped that singing resumes as soon as possible.

THE CHURCH GROUNDS SURROUNDING THE CHURCH ITSELF **(covering the church yard and Castle Hill – [the site of an ancient Monument].)**

THE CHURCHYARD (covering all three graveyards and Crow Wood)

The maintenance of the churchyard is the responsibility of the South Ribble Borough Council (SRBC) as we are a ‘Closed Churchyard’ and subject of ‘an order of the Privy Council’ back in the year 2000 which has been documented in most of the previous annual reports over the last 19 years. Therefore, only what has happened in 2020 and 2021 will now be included.

Despite repeated requests in writing to SRBC to fulfil their legal obligations over the years, very little in the way of maintenance had been done. A further written file in a large A4 ring binder was handed to the Secretary of the Diocesan Advisory Committee (DAC) in 2019 with a plea that the Diocese put pressure on SRBC to fulfil their legal obligations which included applying for a faculty (authority) to the Diocese to undertake the work. A strongly worded letter from the Diocesan Registrar (a barrister) was subsequently sent to SRBC which initially they did not even acknowledge.

In the interim, the adviser to the Diocese on monuments attended the church at our request and he produced a damning written report stating that it was *“the worse graveyard condition he had ever seen in his 30years of operation”*. He detailed how many headstones were dangerous in each graveyard stating that if an unsafe headstone in the northern graveyard fell on anyone, it could prove fatal and those in the western graveyard could cause serious injury. The report also provided an estimate on how much it would cost to make all the headstones safe.

Some three months later In April, 2020, two representatives from SRBC visited church by arrangement with the Vicar and he was joined by all three churchwardens. SRBC were given a written copy of the Diocesan monuments adviser’s report. After visiting the whole churchyard, they stated they would report back to their director but verbally accepted that it was the Council’s responsibility to make good.

SRBC commissioned an independent firm of monumental masons to visit our churchyard and their report confirmed the findings of the Diocesan adviser. Shortly after this, metal fencing, called Harres fencing, was installed by SRBC to prevent any access to the northern graveyard.

Subsequently, some cutting of grass in the churchyard took place by SRBC and following an ongoing dialogue with the Vicar and senior SRBC Council Officers, an on-sight meeting took place in September 2020 with the Vicar, the Leader of SRBC Cllr. Paul Foster and County/Borough/Ward Councillor David Howarth, together with a reporter/photographer from the Lancashire Post present.

A very positive article appeared in the Lancashire Post giving the background information together with a quote from the leader of SRBC publicly confirming that it was entirely their responsibility to bring the churchyard up to standard enabling anyone visiting to do so in safety. He stressed that this would be addressed by SRBC as a matter of urgency.

True to his word, work on the northern graveyard started almost immediately with headstones being re-erected and the whole area being cleared of overgrown vegetation. The dangerous footpaths around the perimeter of the graveyard were then laid with new compacted hardcore which was then extended along the western side of the 1956 extension and along part of the memorial wall that was no cobbled all the way back to the vehicular access into the churchyard from Church Ave close to the lychgate.

The contractors employed by SRBC are now due to start on the western graveyard to carry out similar work to headstones after which all the footpaths will similarly be subject of new compacted hardcore. Once this has been completed, they will turn to making safe the graves in the southern graveyard from the lychgate covering the area up to both the western and southern entrances to the church.

CHURCH OWNED LAND OUTSIDE THE CHURCHYARD:

The Parish owns land on both sides of Church Avenue from the Lychgate to the corner junction with Squires Road and then on the left-hand side when walking down the bridleway toward Liverpool Road. The church owned land then skirts round behind the back of the Penwortham War Memorial down Penwortham Hill as far as the former slip road up onto the Penwortham By Pass. On going through the wicket gate all the land on the left-hand side banking passing the east end of the church and down to Holme Road belongs to the church. The whole of this area is known as Church Wood.

On 21st January this year after some days of torrential rain there was a landslide of the embankment close to the Old Cross on Church Avenue opposite the ginnel between Church Avenue and Hollinhurst Avenue. Five large trees were either felled or uprooted and in danger of falling. The public footpath from Church Avenue down the embankment to the footpath at the bottom in the dell was impassable. The actual road was not affected. South Ribble Borough Council (SRBC) turned out and sealed off all access points to Church Wood. As the embankment is owned by the church, the Diocesan Civil Engineer attended the scene and made an assessment. The responsibility of maintaining the public footpath is Lancashire County Council and the other parts of Church wood belong to South Ribble Borough Council.

The Civil Engineer arranged for two quotes to be obtained to attend and assess the situation and what they felt needs to be done to stabilize the banking. We will update you in next year's annual report.

STATEMENT OF NEEDS:

The PCC approved a 'statement of needs' which in effect documents various projects some of which require no outside approval, some which require local authority approval, others which only require diocesan approval and the final category which requires both local authority and diocesan approval. Each project was prioritized and some of them either have been completed or are underway.

However, the costliest project is the building of a new annex to replace the 1956 extension. This would enhance the facilities up at church using the monies we received from the surrendering of the lease on the former church hall land on Cop Lane. The PCC had considerable discussions in late 2019 and into 2020 on how best we could achieve this. We had drawn up a list of requirements we would wish to incorporate and professional advice was sort through our architect. The initial work was detailed in last year's annual report.

The PCC had agreed with the professionals that the most cost-effective solution would be to demolish the whole of the 1956 extension and to build a state of the art two storey annex which would be larger than the footprint of the existing building. The shape, however, was defined by the location of graves which we would not disturb. Our Architect Stephen Fish, who is also on the Diocesan Advisory Committee, drew up plans which, together with an artist's impression, were displayed at the back of church and on the whole were very warmly received. The comments and observations of parishioners were incorporated into a revised 'statement of needs'.

We have informally consulted with the Planning Department of SRBC who have not raised any objections in principle but of course when finally costed, the plans will have to be formally submitted and approved by both the local authority and the Diocese before any build can commence. The progress has been delayed due to COVID 19.

THE FUTURE:

The continuing effects of the Coronavirus pandemic will affect us for many months to come. The Government has published a road map with dates when they hope restriction can be lifted in stages. If everything goes according to plan, all COVID restrictions will be lifted on 21st June, 2021.

Parishioners will be kept fully up to date with a letter going out under the Vicar's signature at each change.



The Revd Chris Nelson – Vicar & PCC Chair



David Thornton - PCC Secretary

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PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31st December 2020

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	Note	£	£	£	£		
Incoming Resources							
From Donors	2(a)	48,112	0	0	-	48,112	57,863
Other Voluntary	2(b)	3,661	0	50	-	3,711	5,009
Activities:-							
to further the Councils Objects	2(c)	3,221	0	0	-	3,221	12,514
to generate Funds	2(d)	881	0	45	-	926	5,062
From Investments	2(e)	21	3,330	0	-	3,351	4,753
Other	2(f)	6,028	0	0	-	6,028	786,701
Total Incoming Resources		61,925	3,330	95	-	65,349	871,902
Resources Expended							
Grants	3(a)	774	0	0	-	774	8,396
Activities directly relating to the work of the church	3(b)	47,923	40,000	0	-	87,923	101,257
Church Management and Admin	3(c)	475	0	0	-	475	2,117
Cost of Generating Funds	3(d)	0	0	0	-	0	94
Support Costs	3(e)	79	0	0	-	79	350
Other Resources Expended	3(f)	326	0	0	-	326	327
Total Resources Expended		49,576	40,000	0	-	89,576	112,541
Net Incoming (Outgoing) Resources before Transfers		12,349	-36,670	95	-	-24,226	759,361
Transfers Between Funds	9(a)						
Transfers Between Funds in		0	0	0	-	0	0
Transfers Between Funds out			0	0	-	0	0
Net Incoming (Outgoing) Resources		12,349	-36,670	95	-	-24,226	759,361
Gains/(losses) on Investment Assets:-							
Realised							
Unrealised							
Net Movement in Funds		12,349	-36,670	95	-	-24,226	65,085
Fund Balances B/F at 1 Jan		163,042	791,569	4,971	215	959,797	135,352
Fund Balances C/F at 31 Dec		175,391	754,899	5,066	215	935,571	894,713

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM

BALANCE SHEET

YEAR ENDED 31st December 2020

				2020	2019
			NOTE	£	£
FIXED ASSETS					
Investment Assets			5(c)	215	215
House			5(b)	155,000	155,000
TOTAL FIXED ASSETS				155,215	155,215
CURRENT ASSETS					
Stock				0	0
Debtors			7	0	524
Short Term deposits					
Current Account				12,710	7,604
Deposit Account				18,916	11,101
Development Account				17	16
New Building Account				748,766	785,436
Cash in Hand				100	100
Accounts Receivable				2,210	2,147
TOTAL CURRENT ASSETS				782,719	806,927
Liabilities (falling due within 1 year)			8	2,364	2,345
NET CURRENT ASSETS				780,355	804,582
NET ASSETS				935,570	959,797
FUNDS			6		
UNRESTRICTED				175,390	163,042
DESIGNATED				754,899	791,569
RESTRICTED				5,066	4,971
ENDOWMENT				215	215
TOTAL FUNDS				935,570	959,797

NOTES TO THE FINANCIAL STATEMENTS

1. PENWORTHAM ST MARY'S PARISH ACCOUNTING POLICIES:

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 together with applicable accounting Standards and the Charities Statement of Recommended Practice (SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

FUNDS:

Explanations of the various funds are shown on earlier pages of the Annual Reports and Statement of Accounts. The relevant pages are marked P and Q. The amounts and details of each fund are shown on Pages 1 and 2 which are the statutory accounting requirements. The funds are also explained in further detail in Note 6 on page 7 and Note 9 on pages 8 and 9.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of Church members.

INCOMING RESOURCES:

- These are summarised on Page 1 and are explained in detail, where necessary, in Note 2 on page 5.

Voluntary income and capital sources

- Collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under Gift Aid is recognised only when received.
- Income tax recoverable on Gift Aid donations is recognised when the income is received.
- Grants and Legacies to the PCC are accountable as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.
- Funds raised by the fete, garden party and similar events are accounted for gross.
- Sales of book and magazines from the church bookstall are accounted for gross.

Other income

- Rental Income from the letting of church premises is recognised when the rental is due.

Income from Investments

- Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on Investments

- Realised gains or losses are recognised when investments are sold.
- Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

NOTES TO THE FINANCIAL STATEMENTS (cont'd)

RESOURCES USED:

These are summarised on page 1 and explained in detail, where necessary, in note 3 on page 6.

Grants

- Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

- The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

FIXED ASSETS:

These are summarised on page 2 and explained in detail, where necessary, in Note 5a and Note 5b on page 7.

Consecrated property and moveable church furnishings

- Consecrated and beneficed property of any kind is excluded from the accounts by Section 96(2)(a) of the Charities Act 1993.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2000 and there is insufficient cost information available, such assets are therefore not valued in the accounts. Items which are acquired after 1 January 2000 will be capitalized and depreciated in the accounts over their currently anticipated useful economic life (initially 10 years) on a straight line basis.
- All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £2,000 or on the repair of moveable church furnishings acquired before 1 January 2000 is written off.

Other fixtures, fittings and office equipment

- Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

Investments

- Investments are valued at market value at 31 December. (see note 5(b) on page 7).

CURRENT ASSETS:

These are summarised on page 2 and explained in detail, where necessary in Note 7 on page 8.

- Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible
- Short term deposits include cash held on deposit either with the CBF church of England Funds or at the bank.

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31st December 2020

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£	£
2	INCOMING RESOURCES						
2(a)	Incoming resources from donors						
	Planned giving:-						
	Stewardship Envelopes	35,286	-	-	-	35,286	39,153
	Income Tax recoverable	9,590	-	-	-	9,590	10,403
	Collections (Open Plate) all services	3,236	-	-	-	3,236	8,307
	Sundry Donations	0	-	0	-	0	0
		48,112	0	0	0	48,112	57,863
2(b)	Other voluntary incoming resources						
	Donations, appeals etc	661	-	50	-	711	5,009
	Legacies	3,000	-	-	-	3,000	0
		3,661	0	50	0	3,711	5,009
2(c)	Income from operating activities to further the Council's objects						
	Magazines & Bookstall, etc sales	822	-	-	-	822	1,144
	Fees - Weddings & Funerals	2,399	-	-	-	2,399	11,370
		3,221	0	0	0	3,221	12,514
2(d)	Income from operating activities to generate funds						
	Magazine Advertising	30	-	-	-	30	924
	Fetes, Bazaars & other fund raising events	18	-	45	-	63	541
	Bookstall sales - sundry items	233	-	-	-	233	209
	Miscellaneous	-	-	-	-	0	0
	Vat Refunds	-	-	-	-	0	0
	Church Letting	600	-	-	-	600	3,388
		881	0	45	0	926	5,062
2(e)	Income from investments						
	Dividends	16	-	-	-	16	9
	Bank Interest	5	3,330	-	-	3,335	4,745
		21	3,330	0	0	3,351	4,753
2(f)	Other ordinary incoming resources						
	Miscellaneous	0	-	-	-	0	780,942
	Insurance Claims		-	-	-	0	0
	House Income	6,028	-	-	-	6,028	5,760
		6,028	0	0	0	6,028	786,701
TOTAL INCOMING RESOURCES		61,925	3,330	95	0	65,349	871,902

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31st December 2020

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£	£
3	RESOURCES EXPENDED						
3(a)	Grants						
	Missionary & charitable giving						
	Church overseas:-	-	-	-	-	0	0
	Missionary societies	-	-	-	-	0	100
	Relief & development agencies	0	-	-	-	0	0
	Home missions & other Church Societies	73	-	-	-	73	5,062
	Secular Charities	701	-	-	-	701	3,234
		774	0	0	0	774	8,396
3(b)	Activities directly relating to the work of the church						
	Ministry:-						
	Parish Share	27,008	40,000	-	-	67,008	66,229
	Assigned Fees/DBF	0	-	-	-	0	0
	Clergy expenses	1,511	-	-	-	1,511	3,593
	Locum	233	-	-	-	233	0
	Vicarage repairs	0	-	-	-	0	0
	Vicarage - other costs	3,548	-	-	-	3,548	3,574
	Church running expenses	9,902	-	-	-	9,902	8,355
	Church Maintenance	868	-	-	-	868	3,473
	Church Equipment	287	-	-	-	287	1,141
	Upkeep of Services	870	-	-	-	870	3,198
	Upkeep of churchyard	65	-	-	-	65	1,244
	Parish Magazine & bookstall	392	-	-	-	392	349
	Refurbishment of Church Buildings	1,879	-	-	-	1,879	6,386
	Salaries, wages, fees - organists	1,360	-	-	-	1,360	3,072
	Salaries, wages, fees - bell ringers & choir	0	-	-	-	0	618
	Miscellaneous	-	-	-	-	0	25
		47,923	40,000	0	0	87,923	101,257
3(c)	Church management & admin						
	Printing, stationery & postage	475	-	-	-	475	2,117
	Miscellaneous	0	-	-	-	0	0
	Parish Office:-						
	Equipment & fittings	-	-	-	-	0	0
		475	0	0	0	475	2,117
3(d)	Costs of generating funds						
	Fetes, Bazaars & other fund raising events	0	-	-	-	0	94

	Stewardship giving envelopes	0	-	-	-	0	0
	Miscellaneous	0	-	-	-	0	0
		0	0	0	0	0	94
3(e)	Support Costs						
	Junior Church	0	-	-	-	0	250
	Youth	-	-	-	-	0	0
	Child Protection	-	-	-	-	0	0
	Miscellaneous	-	-	-	-	0	28
	Bank Charges	79	-	-	-	79	72
		79	0	0	0	79	350
3(f)	Other Resources Expended						
	House Expenses	326	-	-	-	326	327
		326	0	0	0	326	327
TOTAL RESOURCES EXPENDED		49,576	40,000	0	0	89,576	112,541

4 Staff Costs

Salaries, wages and fees

During the year the PCC employed:	2020	2019
	£	£
a) For the whole year – organists	1,360	3,073

No payments were made for out of the pocket expenses to any PCC member, persons closely connected with them or any other related parties. During the year PCC member(s) David Thornton and Jill Howe received fees for acting as a vergers at services.

5 FIXED ASSETS FOR USE BY THE PCC

Tangible fixed assets:

- a) 177 Cop Lane which belongs to the PCC is included at a fixed asset
The value in Dec 2011 was £155,000
- b) Central Board of Finance Shares £215

6 ANALYSYS OF NET ASSETS BY FUND

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020
	£	£	£	£	£
Investment Fixed Assets	155,000	-	-	215	155,215
Current Assets	22,754	754,899	5,066	-	782,719
Current Liabilities	-2,364	-	-	-	-2,364
	175,390	754,899	5,066	215	935,570

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31st December 2020

7 Debtors

	2019	2018
	£	£
Income Tax Recoverable on Gift Aid	0	0
Debtors for Goods & Services	524	524
Prepayment and accrued income	8,278	8,278
Other Debtors	-	-
	8,801	8,801

8 Liabilities – amounts falling due within one year

	2020	2019
	£	£
Deferred income	1,500	1,500
Creditors for Utility and other costs	-	-
Accruals of utility and other costs	864	845
	2,364	2,345

9 Fund Details

UNRESTRICTED FUNDS

Unrestricted funds totalling £163,042 are the unspent balance available for future use.

DESIGNATED FUNDS

Designated funds totalling £754899.21 comprise:-	£
Unrestricted Legacies notified/received for proposed future spending on	
i) the general refurbishment of the church buildings including the hall	4,729
Provision out of unrestricted funds towards proposed future spending on	
i) the replacement Parish Office equipment	1,404
i) Funds for upkeep of Church buildings and new extension	748,766
	754,899

RESTRICTED FUNDS

Restricted funds totalling £5065.98 comprise:-	£
Singleton Memorial Estate and other funds	1,371
Pastoral Care Team	544
Sundry amounts in respect of Easter Lilies, flowers, Memorial Garden, Bell ropes, Disabled facilities, Church linen, Choir and Fox Street community	2,694
Younity	157
Charitable donation	225
Church yard maintenance	75
	5,066

PAROCHIAL CHURCH COUNCIL OF ST. MARY’S PENWORTHAM

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31st December 2020

ENDOWMENT FUND

The Endowment Fund of **£215** is a permanent endowment of 132 Central Board of Finance shares and requires the income to be spent on the Chancel.

TRANSFER BETWEEN FUNDS

Designated to General Funds **£0**

Restricted to General Funds **£0**

10 CERTAIN INDIVIDUAL ACCOUNT PERFORMANCES

	£
Magazine and Bookstall income exceeded costs by	693

11 QUINQUENNIAL INSPECTION

The last quinquennial report on the Church was in 2017.

INDEPENDENT EXAMINER'S REPORT
TO THE PCC OF PENWORTHAM ST MARY'S PARISH CHURCH.

This report on the accounts of the PCC for the year ended 31st December, 2020, which are set out on pages 1 and 2, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations, 1997 to 2001 ('the regulations') and Section 43 of the Charities Act 1993 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC, you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 3(3) and Section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act and to be found in the Church guidance, 2001 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the views given by the accounts.

Independent examiner's statement

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

-) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act, and Regulations have not been met; or
-) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

signed *S E Walsh*

dated *25th February*
2021

Mrs Susan Walsh
79, Greencroft,
Penwortham,
Preston PR1 9LB

PENWORTHAM ST MARY'S PAROCHIAL CHURCH COUNCIL

AN EXPLANATION OF THE VARIOUS FUNDS USED IN OUR ACCOUNTS

The various funds which are used in our accounts are described below to assist in the understanding of the accounts and the management of our church finances.

UNRESTRICTED FUNDS:

All PCCs have a fund, normally called a General Fund, which they use to pay all the everyday expenses. This fund is “**unrestricted**” because the money has been given to the Church on the general understanding that it will be used at the discretion of the PCC for furthering the mission and ministry of the Church. Unless specified otherwise, all the money received by the Church is first put into the General Fund. Income generated from assets held in an unrestricted fund will be unrestricted income.

DESIGNATED FUNDS:

The PCC may decide to put some of the **unrestricted** fund money aside in other funds for use in the future (for example, for future building repairs). This money is “**designated**” for these particular projects for administrative purposes only. **Designated** funds are still **unrestricted** and can be moved to other general funds (re-designated or un-designated) if the PCC so decides.

RESTRICTED FUNDS:

PCCs also receive money which has been given for a particular purpose, for example

- a collection in church may be announced as being for a particular purpose (such as the purchase of new hymn books, the repair to the chancel roof or for Christian Aid)
- A fund-raising event (such as a coffee morning or a Spring Fair) may be held for a particular purpose
- A donation may have been made or a legacy may have been left to the church for a particular purpose (such as the upkeep of the churchyard or the repair of the fabric)

All these sums have been **restricted** by the donor for a particular purpose and they cannot, and must not, be used by the PCC for any other purpose unless determined by the courts or the Charity Commission. Income generated from assets held in a **restricted** fund will generally be subject to the same restrictions as the fund.

An oral or written appeal or a collection for a special purpose, such as the fabric fund, will **restrict** the income for that purpose. There may be times when more money is raised than is needed for the particular purpose of the appeal. This excess money is **restricted** to the purpose and should be retained for use on the same purpose.

continued.....

RESTRICTED FUNDS (cont'd):

This situation can be eased if the PCC acquires the power beforehand to use any surpluses for other purposes. The easiest way to avoid any problems is by announcing at the time of the appeal that any unused balance will be put to the general purposes of the PCC. The **restriction** then applies until the purpose of the appeal has been satisfied. (A general notice to this effect can be placed prominently in the church to catch all occasions). If someone wants to make a significant donation for a particular purpose, the donor could be asked to specify that they give the PCC permission to use it for alternative purposes under certain conditions.

There could be a potential problem if insufficient funds are raised for a particular purpose and the shortfall cannot be made good out of **general** funds. The PCC should always make clear in appeals what it would do if this situation arose – for example, to return all the donations or to use them for another related purpose.

ENDOWMENT FUNDS:

Another form of **restricted** fund is known as an **endowment** fund. This is either money given to the church with the specific instruction that only the income gained from the money can be spent or an asset (such as a house) donated to be retained for continuing use by the Church. The original money or assets (the “capital”) cannot normally be spent and must remain in the form of equivalent assets (such as a house) or investments, but not necessarily the same asset that was given. It may be in a fund named after the donor.

There are two types of **endowment** fund, which must be distinguished in the accounts by note:

1. **Permanent:**

A particular type of **restricted** fund which, in accordance with the explicit requirements of the funding donor, must be held permanently (the PCC have no power to convert it into income and spend it like other income):

2. **Expendable:**

An endowment fund which may, in certain circumstances, be spent. (The PCC have this power, if given by the donor. This fund is not income when it is first received because there is no duty on the part of the PCC to apply it for its purposes. However, if the power to convert is used, then at that time the amount converted becomes income).

LOCATION OF FUND DETAILS IN THE ACCOUNTS:

At the top of pages 1, 5, and 6 of the accounts, allocated monies are shown against each of the above funds, namely **unrestricted, designated restricted and endowment**. In addition, note 9 to the financial statements, which is on pages 8 and 9 of the accounts, gives further details about each of the above funds.

INDEX TO THE ACCOUNTS - 2020

STATUTORY REQUIREMENTS:

Page 1	Statement of financial activities
Page 2	Balance sheet at the end of the financial year

NOTES TO THE ACCOUNTS:

Pages 3 & 4	Note 1	-	Accounting Policies
Page 5	Note 2	-	Incoming Resources – in greater detail
Pages 6 & 7	Note 3	-	Resources Expended – in greater detail
Page 7	Note 4	-	Staff Costs
	Note 5	-	Fixed Assets
	Note 6	-	Analysis of Net Assets by Fund
Page 8	Note 7	-	Debtors
	Note 8	-	Liabilities – amounts falling due within one year
	Note 9	-	Funds - Unrestricted / Designated / Restricted
Page 9	Note 9	-	Funds - Endowment / Transfer between Funds
	Note 10	-	Certain Individual Account Performances
	Note 11	-	Quinquennial Inspection

INDEPENDENT EXAMINER'S AUDIT ACCOUNT CERTIFICATE:

Page 10	Independent Examiner's Report & Certificate
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EXPLANATION OF THE VARIOUS FUNDS USED IN OUR ACCOUNTS:

Page 11	Unrestricted / Designated / Restricted
Page 12	Restricted (continued) / Endowment / Location of Fund Details

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31st December 2020

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	Note	£	£	£	£		
Incoming Resources							
From Donors	2(a)	48,112	0	0	-	48,112	57,863
Other Voluntary	2(b)	3,661	0	50	-	3,711	5,009
Activities:-							
to further the Councils Objects	2(c)	3,221	0	0	-	3,221	12,514
to generate Funds	2(d)	881	0	45	-	926	5,062
From Investments	2(e)	21	3,330	0	-	3,351	4,753
Other	2(f)	6,028	0	0	-	6,028	786,701
Total Incoming Resources		61,925	3,330	95	-	65,349	871,902
Resources Expended							
Grants	3(a)	774	0	0	-	774	8,396
Activities directly relating to the work of the church	3(b)	47,923	40,000	0	-	87,923	101,257
Church Management and Admin	3(c)	475	0	0	-	475	2,117
Cost of Generating Funds	3(d)	0	0	0	-	0	94
Support Costs	3(e)	79	0	0	-	79	350
Other Resources Expended	3(f)	326	0	0	-	326	327
Total Resources Expended		49,576	40,000	0	-	89,576	112,541
Net Incoming (Outgoing) Resources before Transfers		12,349	-36,670	95	-	-24,226	759,361
Transfers Between Funds	9(a)						
Transfers Between Funds in		0	0	0	-	0	0
Transfers Between Funds out			0	0	-	0	0
Net Incoming (Outgoing) Resources		12,349	-36,670	95	-	-24,226	759,361
Gains/(losses) on Investment Assets:-							
Realised							
Unrealised							
Net Movement in Funds		12,349	-36,670	95	-	-24,226	65,085
Fund Balances B/F at 1 Jan		163,042	791,569	4,971	215	959,797	135,352
Fund Balances C/F at 31 Dec		175,391	754,899	5,066	215	935,571	894,713

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM

BALANCE SHEET

YEAR ENDED 31st December 2020

				2020	2019
			NOTE	£	£
FIXED ASSETS					
Investment Assets			5(c)	215	215
House			5(b)	155,000	155,000
TOTAL FIXED ASSETS				155,215	155,215
CURRENT ASSETS					
Stock				0	0
Debtors			7	0	524
Short Term deposits					
Current Account				12,710	7,604
Deposit Account				18,916	11,101
Development Account				17	16
New Building Account				748,766	785,436
Cash in Hand				100	100
Accounts Receivable				2,210	2,147
TOTAL CURRENT ASSETS				782,719	806,927
Liabilities (falling due within 1 year)			8	2,364	2,345
NET CURRENT ASSETS				780,355	804,582
NET ASSETS				935,570	959,797
FUNDS			6		
UNRESTRICTED				175,390	163,042
DESIGNATED				754,899	791,569
RESTRICTED				5,066	4,971
ENDOWMENT				215	215
TOTAL FUNDS				935,570	959,797

NOTES TO THE FINANCIAL STATEMENTS

1. PENWORTHAM ST MARY'S PARISH ACCOUNTING POLICIES:

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 together with applicable accounting Standards and the Charities Statement of Recommended Practice (SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

FUNDS:

Explanations of the various funds are shown on earlier pages of the Annual Reports and Statement of Accounts. The relevant pages are marked P and Q. The amounts and details of each fund are shown on Pages 1 and 2 which are the statutory accounting requirements. The funds are also explained in further detail in Note 6 on page 7 and Note 9 on pages 8 and 9.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of Church members.

INCOMING RESOURCES:

- These are summarised on Page 1 and are explained in detail, where necessary, in Note 2 on page 5.

Voluntary income and capital sources

- Collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under Gift Aid is recognised only when received.
- Income tax recoverable on Gift Aid donations is recognised when the income is received.
- Grants and Legacies to the PCC are accountable as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.
- Funds raised by the fete, garden party and similar events are accounted for gross.
- Sales of book and magazines from the church bookstall are accounted for gross.

Other income

- Rental Income from the letting of church premises is recognised when the rental is due.

Income from Investments

- Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on Investments

- Realised gains or losses are recognised when investments are sold.
- Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

NOTES TO THE FINANCIAL STATEMENTS (cont'd)

RESOURCES USED:

These are summarised on page 1 and explained in detail, where necessary, in note 3 on page 6.

Grants

- Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

- The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

FIXED ASSETS:

These are summarised on page 2 and explained in detail, where necessary, in Note 5a and Note 5b on page 7.

Consecrated property and moveable church furnishings

- Consecrated and beneficed property of any kind is excluded from the accounts by Section 96(2)(a) of the Charities Act 1993.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2000 and there is insufficient cost information available, such assets are therefore not valued in the accounts. Items which are acquired after 1 January 2000 will be capitalized and depreciated in the accounts over their currently anticipated useful economic life (initially 10 years) on a straight line basis.
- All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £2,000 or on the repair of moveable church furnishings acquired before 1 January 2000 is written off.

Other fixtures, fittings and office equipment

- Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

Investments

- Investments are valued at market value at 31 December. (see note 5(b) on page 7).

CURRENT ASSETS:

These are summarised on page 2 and explained in detail, where necessary in Note 7 on page 8.

- Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible
- Short term deposits include cash held on deposit either with the CBF church of England Funds or at the bank.

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31st December 2020

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£	£
2	INCOMING RESOURCES						
2(a)	Incoming resources from donors						
	Planned giving:-						
	Stewardship Envelopes	35,286	-	-	-	35,286	39,153
	Income Tax recoverable	9,590	-	-	-	9,590	10,403
	Collections (Open Plate) all services	3,236	-	-	-	3,236	8,307
	Sundry Donations	0	-	0	-	0	0
		48,112	0	0	0	48,112	57,863
2(b)	Other voluntary incoming resources						
	Donations, appeals etc	661	-	50	-	711	5,009
	Legacies	3,000	-	-	-	3,000	0
		3,661	0	50	0	3,711	5,009
2(c)	Income from operating activities to further the Council's objects						
	Magazines & Bookstall, etc sales	822	-	-	-	822	1,144
	Fees - Weddings & Funerals	2,399	-	-	-	2,399	11,370
		3,221	0	0	0	3,221	12,514
2(d)	Income from operating activities to generate funds						
	Magazine Advertising	30	-	-	-	30	924
	Fetes, Bazaars & other fund raising events	18	-	45	-	63	541
	Bookstall sales - sundry items	233	-	-	-	233	209
	Miscellaneous	-	-	-	-	0	0
	Vat Refunds	-	-	-	-	0	0
	Church Letting	600	-	-	-	600	3,388
		881	0	45	0	926	5,062
2(e)	Income from investments						
	Dividends	16	-	-	-	16	9
	Bank Interest	5	3,330	-	-	3,335	4,745
		21	3,330	0	0	3,351	4,753
2(f)	Other ordinary incoming resources						
	Miscellaneous	0	-	-	-	0	780,942
	Insurance Claims		-	-	-	0	0
	House Income	6,028	-	-	-	6,028	5,760
		6,028	0	0	0	6,028	786,701
TOTAL INCOMING RESOURCES		61,925	3,330	95	0	65,349	871,902

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM
NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31st December 2020

		Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£	£
3	RESOURCES EXPENDED						
3(a)	Grants						
	Missionary & charitable giving						
	Church overseas:-	-	-	-	-	0	0
	Missionary societies	-	-	-	-	0	100
	Relief & development agencies	0	-	-	-	0	0
	Home missions & other Church Societies	73	-	-	-	73	5,062
	Secular Charities	701	-	-	-	701	3,234
		774	0	0	0	774	8,396
3(b)	Activities directly relating to the work of the church						
	Ministry:-						
	Parish Share	27,008	40,000	-	-	67,008	66,229
	Assigned Fees/DBF	0	-	-	-	0	0
	Clergy expenses	1,511	-	-	-	1,511	3,593
	Locum	233	-	-	-	233	0
	Vicarage repairs	0	-	-	-	0	0
	Vicarage - other costs	3,548	-	-	-	3,548	3,574
	Church running expenses	9,902	-	-	-	9,902	8,355
	Church Maintenance	868	-	-	-	868	3,473
	Church Equipment	287	-	-	-	287	1,141
	Upkeep of Services	870	-	-	-	870	3,198
	Upkeep of churchyard	65	-	-	-	65	1,244
	Parish Magazine & bookstall	392	-	-	-	392	349
	Refurbishment of Church Buildings	1,879	-	-	-	1,879	6,386
	Salaries, wages, fees - organists	1,360	-	-	-	1,360	3,072
	Salaries, wages, fees - bell ringers & choir	0	-	-	-	0	618
	Miscellaneous	-	-	-	-	0	25
		47,923	40,000	0	0	87,923	101,257
3(c)	Church management & admin						
	Printing, stationery & postage	475	-	-	-	475	2,117
	Miscellaneous	0	-	-	-	0	0
	Parish Office:-						
	Equipment & fittings	-	-	-	-	0	0
		475	0	0	0	475	2,117
3(d)	Costs of generating funds						
	Fetes, Bazaars & other fund raising events	0	-	-	-	0	94

	Stewardship giving envelopes	0	-	-	-	0	0
	Miscellaneous	0	-	-	-	0	0
		0	0	0	0	0	94
3(e)	Support Costs						
	Junior Church	0	-	-	-	0	250
	Youth	-	-	-	-	0	0
	Child Protection	-	-	-	-	0	0
	Miscellaneous	-	-	-	-	0	28
	Bank Charges	79	-	-	-	79	72
		79	0	0	0	79	350
3(f)	Other Resources Expended						
	House Expenses	326	-	-	-	326	327
		326	0	0	0	326	327
TOTAL RESOURCES EXPENDED		49,576	40,000	0	0	89,576	112,541

4 Staff Costs

Salaries, wages and fees

During the year the PCC employed:	2020	2019
	£	£
a) For the whole year – organists	1,360	3,073

No payments were made for out of the pocket expenses to any PCC member, persons closely connected with them or any other related parties. During the year PCC member(s) David Thornton and Jill Howe received fees for acting as a vergers at services.

5 FIXED ASSETS FOR USE BY THE PCC

Tangible fixed assets:

- a) 177 Cop Lane which belongs to the PCC is included at a fixed asset
The value in Dec 2011 was £155,000
- b) Central Board of Finance Shares £215

6 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020
	£	£	£	£	£
Investment Fixed Assets	155,000	-	-	215	155,215
Current Assets	22,754	754,899	5,066	-	782,719
Current Liabilities	-2,364	-	-	-	-2,364
	175,390	754,899	5,066	215	935,570

PAROCHIAL CHURCH COUNCIL OF ST. MARY'S PENWORTHAM

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31st December 2020

7 Debtors

	2019	2018
	£	£
Income Tax Recoverable on Gift Aid	0	0
Debtors for Goods & Services	524	524
Prepayment and accrued income	8,278	8,278
Other Debtors	-	-
	8,801	8,801

8 Liabilities – amounts falling due within one year

	2020	2019
	£	£
Deferred income	1,500	1,500
Creditors for Utility and other costs	-	-
Accruals of utility and other costs	864	845
	2,364	2,345

9 Fund Details

UNRESTRICTED FUNDS

Unrestricted funds totalling £163,042 are the unspent balance available for future use.

DESIGNATED FUNDS

Designated funds totalling £754899.21 comprise:-	£
Unrestricted Legacies notified/received for proposed future spending on	
i) the general refurbishment of the church buildings including the hall	4,729
Provision out of unrestricted funds towards proposed future spending on	
i) the replacement Parish Office equipment	1,404
i) Funds for upkeep of Church buildings and new extension	748,766
	754,899

RESTRICTED FUNDS

Restricted funds totalling £5065.98 comprise:-	£
Singleton Memorial Estate and other funds	1,371
Pastoral Care Team	544
Sundry amounts in respect of Easter Lilies, flowers, Memorial Garden, Bell ropes, Disabled facilities, Church linen, Choir and Fox Street community	2,694
Younity	157
Charitable donation	225
Church yard maintenance	75
	5,066

PAROCHIAL CHURCH COUNCIL OF ST. MARY’S PENWORTHAM

NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31st December 2020

ENDOWMENT FUND

The Endowment Fund of **£215** is a permanent endowment of 132 Central Board of Finance shares and requires the income to be spent on the Chancel.

TRANSFER BETWEEN FUNDS

Designated to General Funds **£0**

Restricted to General Funds **£0**

10 CERTAIN INDIVIDUAL ACCOUNT PERFORMANCES

	£
Magazine and Bookstall income exceeded costs by	693

11 QUINQUENNIAL INSPECTION

The last quinquennial report on the Church was in 2017.

INDEPENDENT EXAMINER'S REPORT
TO THE PCC OF PENWORTHAM ST MARY'S PARISH CHURCH.

This report on the accounts of the PCC for the year ended 31st December, 2020, which are set out on pages 1 and 2, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations, 1997 to 2001 ('the regulations') and Section 43 of the Charities Act 1993 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC, you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 3(3) and Section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act and to be found in the Church guidance, 2001 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the views given by the accounts.

Independent examiner's statement

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

-) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act, and Regulations have not been met; or
-) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

signed *S E Walsh*

dated *25th February*
2021

Mrs Susan Walsh
79, Greencroft,
Penwortham,
Preston PR1 9LB

PENWORTHAM ST MARY'S PAROCHIAL CHURCH COUNCIL

AN EXPLANATION OF THE VARIOUS FUNDS USED IN OUR ACCOUNTS

The various funds which are used in our accounts are described below to assist in the understanding of the accounts and the management of our church finances.

UNRESTRICTED FUNDS:

All PCCs have a fund, normally called a General Fund, which they use to pay all the everyday expenses. This fund is “**unrestricted**” because the money has been given to the Church on the general understanding that it will be used at the discretion of the PCC for furthering the mission and ministry of the Church. Unless specified otherwise, all the money received by the Church is first put into the General Fund. Income generated from assets held in an unrestricted fund will be unrestricted income.

DESIGNATED FUNDS:

The PCC may decide to put some of the **unrestricted** fund money aside in other funds for use in the future (for example, for future building repairs). This money is “**designated**” for these particular projects for administrative purposes only. **Designated** funds are still **unrestricted** and can be moved to other general funds (re-designated or un-designated) if the PCC so decides.

RESTRICTED FUNDS:

PCCs also receive money which has been given for a particular purpose, for example

- a collection in church may be announced as being for a particular purpose (such as the purchase of new hymn books, the repair to the chancel roof or for Christian Aid)
- A fund-raising event (such as a coffee morning or a Spring Fair) may be held for a particular purpose
- A donation may have been made or a legacy may have been left to the church for a particular purpose (such as the upkeep of the churchyard or the repair of the fabric)

All these sums have been **restricted** by the donor for a particular purpose and they cannot, and must not, be used by the PCC for any other purpose unless determined by the courts or the Charity Commission. Income generated from assets held in a **restricted** fund will generally be subject to the same restrictions as the fund.

An oral or written appeal or a collection for a special purpose, such as the fabric fund, will **restrict** the income for that purpose. There may be times when more money is raised than is needed for the particular purpose of the appeal. This excess money is **restricted** to the purpose and should be retained for use on the same purpose.

continued.....

RESTRICTED FUNDS (cont'd):

This situation can be eased if the PCC acquires the power beforehand to use any surpluses for other purposes. The easiest way to avoid any problems is by announcing at the time of the appeal that any unused balance will be put to the general purposes of the PCC. The **restriction** then applies until the purpose of the appeal has been satisfied. (A general notice to this effect can be placed prominently in the church to catch all occasions). If someone wants to make a significant donation for a particular purpose, the donor could be asked to specify that they give the PCC permission to use it for alternative purposes under certain conditions.

There could be a potential problem if insufficient funds are raised for a particular purpose and the shortfall cannot be made good out of **general** funds. The PCC should always make clear in appeals what it would do if this situation arose – for example, to return all the donations or to use them for another related purpose.

ENDOWMENT FUNDS:

Another form of **restricted** fund is known as an **endowment** fund. This is either money given to the church with the specific instruction that only the income gained from the money can be spent or an asset (such as a house) donated to be retained for continuing use by the Church. The original money or assets (the “capital”) cannot normally be spent and must remain in the form of equivalent assets (such as a house) or investments, but not necessarily the same asset that was given. It may be in a fund named after the donor.

There are two types of **endowment** fund, which must be distinguished in the accounts by note:

1. **Permanent:**

A particular type of **restricted** fund which, in accordance with the explicit requirements of the funding donor, must be held permanently (the PCC have no power to convert it into income and spend it like other income):

2. **Expendable:**

An endowment fund which may, in certain circumstances, be spent. (The PCC have this power, if given by the donor. This fund is not income when it is first received because there is no duty on the part of the PCC to apply it for its purposes. However, if the power to convert is used, then at that time the amount converted becomes income).

LOCATION OF FUND DETAILS IN THE ACCOUNTS:

At the top of pages 1, 5, and 6 of the accounts, allocated monies are shown against each of the above funds, namely **unrestricted, designated restricted and endowment**. In addition, note 9 to the financial statements, which is on pages 8 and 9 of the accounts, gives further details about each of the above funds.