

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2022

St Stephen's, Steeton Parochial Church Council

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<i>Table of contents</i>	<i>Page Number</i>
Trustees Report	1
Independent Examiner's Report	6
Receipts and Payments Account	7
Statement of Assets and Liabilities	8
Notes to the Financial Statements	9

2022 Report and Accounts for the Parochial Church Council of St Stephen's Church, Steeton

Aims and Purposes

The aim of St Stephen's Parochial Church Council (the PCC) is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, and in the absence of an incumbent, promoting in the parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. To facilitate this, the PCC has responsibilities for the maintenance of St Stephens Church and church hall.

Objectives and Activities

The PCC have a commitment to increase awareness and to share the love of God with all people, in prayer, word, and action, through our special services and events planned to reach out to the wider community within and beyond this parish. Regular weekly worship is held in the Sunday morning Communion Service from the book of Common Worship, the Wednesday Communion Service from Common Prayer, and a Family Service held on the first Sunday in the month.

To uphold our commitment of promoting the gospel, we need to provide our yearly share of money for the diocese. Our share, together with the costs of running our church comes from regular giving by our congregation, supplemented by letting the hall to community groups, and by fund raising.

The PCC also believes it is important to support charities regularly throughout the year, both in donations of money and goods. Specific charities were chosen in January for the coming year, preference often given to small charities with low overheads that help the local community. Apart from the positions of incumbent, vergers, cleaners and organists, all work in the church is carried out by committed volunteers, both from members of the PCC and the congregation.

We are a Fair-Trade church and do all we can to use fairly traded and local produce. We are working towards an Eco church with an Eco Team, a diocesan initiative.

We are a church which exists for the people of Steeton, Eastburn, and beyond and are conscious that there are needy of all ages, and reach out with initiatives for young families, the elderly, and the lonely.

Achievements and Performance

A year with no resident vicar, an interregnum, saw our church family bonds strengthened as we all worked together through our shared love of our Lord Jesus Christ followed here in our church at Steeton. Spiritually we were led and supported by the Revd. Michael C., Revd. Jenny S., and our Lay Reader Dr Tom C., with additional help for three months from the Revd. Anthony Bennett. There was a regular attendance at services throughout the year. Of the sixty one people on the Electoral Roll, fifty two (52) live in Steeton, four (4) live in Silsden, one (1) lives in Bradley, two (2) live in Addingham, one (1) lives in Sutton, and one (1) lives in Eastburn. There were seven (7) baptisms, six (6) funerals, five (5) in Church, one (1) at the Crematorium, and one (1) burial of ashes. At Easter forty nine (49) people attended with forty six (46) receiving communion, and on Christmas Eve and Christmas day, forty five (45) people attended and forty (40) received communion.

Special services were arranged to evangelically reach out to our extended church family throughout the church's year. Special services were held on Mothering Sunday, Good Friday and Easter Day, Ascension Day, Remembrance Sunday, Harvest, and at Christmas, a Carol Service, Christingle Service, and Midnight Communion. A Remembrance Service for the Queen was held, with a book of condolences and flowers laid in the memorial garden. There was a memorial service to remember loved ones no longer with us, The Remembrance Day service and Lent lunches were both run jointly with members of the Methodist Church. Carol singing round Steeton and Eastburn involved members of Valley Church, the Methodists, and members of our congregation. There was a Hymn choosing and prosecco event. Steeton school held the children's Carol Services in church. Two young members of our congregation were confirmed.

Meanwhile, work on maintaining the fabric of the church and hall is ongoing, work which requires funds additional to our Parish Share quota of £45,374 for 2023. The use of the hall by the 'Before and After School Club' from Bridge House Nursery and other hall users continues to contribute to this. However, the projected budget for the next year suggests our requested share may be beyond our means.

The Social and Fundraising team organized events to raise funds to pay our Parish Share in full, support charities, and reach out into our local community. As the pandemic restrictions were eased and social meeting and mixing started to return, the team planned a May Day 'Village Fun Day' as a community celebration and invited other organizations in the village to join in. Events, stalls, and displays were held in all parts of the village. The church and hall were similarly used for the celebration of the Queen's Platinum Jubilee.

"Holidays at Home", was another community event, taking a group of Steeton residents on a fun packed holiday in our church hall. This event was filled on a 'first come first served' basis for anybody living in the Parish who might not be able to go away on holiday. Another regular event, the Luncheon Club provided soup, bread, and Bingo for anyone living in the Parish and later became a 'warm place'. There was no charge, but people kindly made donations. Two teams of volunteers alternately made soup and cake. Other Social and Fundraising events included the 200 Club, the Easter raffle, and the Advent Fayre with Father Christmas and the Hamper Raffle, all events open to the population of Steeton, Eastburn and beyond.

Our mission to support local and international charities continued. Proceeds from the church Christmas card were sent to 500 Miles which provides prosthetic devices for disabled people in Africa, we helped to provide 'Socks and Chocs' for the homeless at Christmas through the Bradford Soup Run, and donated toys for the children in the Women's Refuge in Keighley at Christmas. We sent food donations from Harvest to the Salvation Army food bank, money from the auction of perishable items to Water Aid. We supported the Inn Church (Keighley based Homeless but not Hopeless) with food items monthly. We supported appeals for the Sudan, Christian Aid with an evening of 'Murder Mystery', the Children's Society through the Christingle Service and Christmas Luncheon Club and the British Royal Legion Poppy Appeal. We collected stamps to support the Leprosy Mission overseas and supported a coffee morning to raise money for Martin House.

The pandemic led to the acceptance by the Church of England of more technical on-line means of communication, with email, internet and zoom.

The church has a web page, an internet address, and a Facebook page. Web address: <https://ststephenschurchsteeton.com>

Plans for Future Periods

With the Induction of our new Incumbent Revd. Dr. Sally Pickering in January 2023, we look forward to her leadership fostering spiritual and numerical growth.

Leadership is appreciated. An Away Day with Revd Anthony B. considered the strengths, weaknesses, opportunities, and threats (SWOT) facing St. Stephen's in the future, resulted in a questionnaire distributed to the congregation asking people to suggest additional talents and skills they could offer. Follow up from this is involving more people in the work needed within the church. Together we are able to plan the following for 2023:

- The third phase of the renovation of the organ. We believe we have a duty to maintain this lovely Instrument which is enjoyed by the wider community when celebrating life events in church.
- The continuing general maintenance of the church and hall.
- The continuation of fundraising, led by the Social and Fundraising Group.
- The church will continue to uphold Health and Safety policies, Fire protection, Safeguarding and Child Protection policies, and consider Disability Issues, with Neurodiversity Training planned for 2023. All policies are reviewed and updated annually.

Financial Review for the year ended 2022

Total receipts on unrestricted funds were £59,605 of which £30,654 were unrestricted voluntary donations and a further £6,572 was Gift Aid. Restricted donations of £6,928 were also received, out of which grants accounted for £2,455. Further information is provided in the notes to the financial statements.

Planned giving through envelopes and banker's orders reduced by £850 compared with 2021 and was finalised at £23,725. Collections at services increased by £2,216, but from a relatively low base of £1,695 in 2021. Fundraising activity increased during 2022 and resulted in an improved income stream, rising from £4,834 in 2021 to £6,491. Church activity income was up by £2,170 and entirely due to an improvement in hall letting revenue. The latter contributed £15,409 over the year compared with £12,480 in 2021. Total income increased by £3,585 or 6%.

£63,699 was spent from unrestricted funds to provide the Christian ministry from St Stephen's Church, including the contribution of £42,393 to the Diocesan Parish Share. The request for 2022 was met in full.

Refurbishment costs of £5,326 were incurred during the year and relating principally to the second phase of the organ restoration with an associated cost of £3,850. A separate fund was established for this project. It was necessary to draw £2,500 from the Contingency Account to meet payment of the invoice to the organ builder. A grant in similar amount has been approved and receipt is anticipated in the early part of 2023 whereupon the Contingency Account balance will be restored to its previous level. In addition, two separate funds were established during the year to receive grants and other donations associated with the purchase of audio-visual equipment and eco project work in the church grounds. Repair to one of the leaded stained-glass windows in the church hall was carried out in the middle of the year at a total cost of £1,476 and against which an insurance claim of £830 was successfully made.

The net result for the year was an excess of payments over receipts of £4,094 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward on 31 December 2022 on unrestricted funds totalled £12,142. Total expenditure for the year exceeded total receipts by £2,671.

Reserves Policy

It is the PCC's policy to try to maintain a balance on unrestricted funds that equates to at least three months unrestricted payments. This is equivalent to £16,670 and includes an allowance for the full diocesan parish share request. The purpose of such a contingency fund is to smooth out fluctuations in cash flow and meet emergencies. A separate contingency account is in operation and the balance at the year-end was £10,124 and hence £6,546 short of the target. It is anticipated that the balance will increase by £2,500 early in 2023 for reasons stated in the previous section. Nevertheless, it will result in a shortfall of £4,046 against the stated objective. The PCC remains committed to increase the contingency fund over time.

Risk Management

The trustees of the Parochial Church Council of the Ecclesiastical Parish of St. Stephens, Steeton have considered major risks to which the charity is exposed, identified as in the general running of the church and its objectives for 2023, and satisfied themselves that systems or procedures are established in order to manage these risks (Charities Accounts and Reports Regulations 2008).

The management of the risks identified include:

1. Deterioration of the fabric of the church and hall - Insurance with Ecclesiastical covers damage etc. to the buildings. The fabric is regularly reviewed in the light of the Insurance requirements, the Quinquennial reports, appropriate experts such as electricians, the day-to-day use of the buildings, and the needs of users. Remedial work is carried out according to funds available and level of risk.

2. The recent increase in energy costs added to the funding risks of the church and were relieved by taking out a three-year contract with Positive Energy for gas provision, the most cost-effective option available, following consultation with an independent broker.
3. Risks to Health and Safety- the responsible officer has devised a log to manage the risks identified by the insurers Ecclesiastical, in line with legal requirements and policies of the diocese.
4. Risks of climate change should be modified by the contributions of ECO teams in the diocese including the ECO team in our church.
5. Risks identified from the pandemic mean we are still not able to share the peace through handshakes, or share the cup of wine, one of the sacraments of our faith. These risks will be reviewed with the new incumbent.

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity 1173989. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Caring for the church family is important, with members of the PCC acting as Representing Officers for Child/ Vulnerable Adult protection, Health and Safety, Disability Issues, and First Aid and undertaking appropriate training usually from the Diocese. The PCC is committed to being a church where all people are safe, particularly the vulnerable. Child protection/Vulnerable adults, Health and safety, and Fire policies are updated yearly.

The full PCC meets six times a year. Members are responsible for decisions on all matters, including financial, related to St. Stephens Church. The Standing Committee, elected at the Annual Church Meeting, identifies issues for the Agenda of the PCC meetings. All working groups/ small committees (the Building Group, and the Social and Fundraising Group) and all officers report back regularly to the PCC. Minutes of the meetings are recorded and circulated two weeks before the next meeting, where they are voted on for approval.

Administrative Information

St. Stephen's Church is situated on St. Stephen's Road, Steeton and is part of the Diocese of Leeds, within the Church of England. Registered charity number 1173989.

Correspondence should be addressed to the incumbent:

The Revd. Dr Sally Pickering, St Stephen's Vicarage, 2 Halsteads Way, Steeton, BD20 6SN

PCC members 1st January to 31st December 2022

Wardens	Thelma Pacsoo	
	Ann Phillips	
Deanery Synod Reps.	Julie Lonsdale	
	Valerie Hodgson	
	Tom Chilton	Licensed Lay Minister
Elected members	Lynda Corser	Safeguarding Officer until April 2022
		Social and Fundraising Officer from April 2022
	Valerie Hodgson	Secretary
	Tom Chilton	Health, Safety, Environmental and Disability Officer
	Thelma Pacsoo	Assistant Treasurer

	Julie Lonsdale	First Aid Officer
	Anne Tunney	Safeguarding Officer from April 2022
	Louise Fleming	
	Richard Edwards	until April 2022
	Janet Pickles	from April 2022
	John Weller	from April 2022
Other Offices	Alyson Robinson	Electoral Roll officer
Ex officio	Andrew Smith	Treasurer and Covenant Secretary
Independ. Bookkeeper	Carol Greenwood	
Insurers	Ecclesiastical	

Approved by the PCC on.....12th March 2023.....and signed on their behalf by

Rev. Dr Sally Pickering, Vicar and PCC Chairperson



Independent Examiner's Report to the Trustees of St Stephen's, Steeton Parochial Church Council

I report on the accounts of the church for the year ended 31 December 2022 which are set out on pages 7 to 9.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act); 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 the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set in the statement below.

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 should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 21-03-23

Carol Greenwood
FMAAT/MIAAP/FMIAB
21 Oakleigh Mews, Oakworth, Keighley, West Yorkshire, BD22 7QP

ST STEPHEN'S, STEETON PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2022

Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
RECEIPTS					
Voluntary Receipts:					
Planned Giving		23,465	260	23,725	24,575
Collections at services		3,911	-	3,911	1,695
All other giving/voluntary receipts	3a	3,277	6,668	9,945	10,773
Gift Aid Recovered		<u>6,572</u>	<u>-</u>	<u>6,572</u>	<u>7,474</u>
		<u>37,225</u>	<u>6,928</u>	<u>44,153</u>	<u>44,517</u>
Activities for Generating Funds	3b	4,663	1,828	6,491	4,834
Investment Income	3c	18	108	126	5
Church Activities	3d	17,699	-	17,699	15,529
Total Receipts		<u>59,605</u>	<u>8,864</u>	<u>68,469</u>	<u>64,885</u>
PAYMENTS					
Church Activities:					
Diocesan parish contribution		42,393	-	42,393	40,900
Clergy and staffing costs		1,535	-	1,535	1,783
Church running expenses	3e	9,962	-	9,962	9,077
Hall running costs		8,230	-	8,230	7,193
Mission giving and donations	3f	-	2,115	2,115	888
Church refurbishment costs		-	5,326	5,326	4,662
Costs of generating funds		1,579	-	1,579	996
Total Payments		<u>63,699</u>	<u>7,441</u>	<u>71,140</u>	<u>65,499</u>
Deficit/Surplus		-4,094	1,423	-2,671	-614
Transfer from Savings Accounts	2	2,500	5,350	7,850	7,141
Transfer to Savings Accounts	2		8,118	8,118	4,110
		<u>-1,594</u>	<u>-1,345</u>	<u>-2,939</u>	<u>2,417</u>
Cash at bank and in hand at 1 January		17,689	13,165	30,854	31,468
Cash at bank and in hand at 31 December		<u>12,142</u>	<u>16,041</u>	<u>28,183</u>	<u>30,854</u>

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
Cash Funds				
HSBC - Bank Current Account	1,868	-	1,868	4,859
Cash in Hand	150	-	150	206
HSBC - Contingency Account	10,124	-	10,124	12,624
HSBC - Refurbishment Fund	-	6,393	6,393	5,772
HSBC - Organ Fund	-	1,248	1,248	-
HSBC - Audio Visual Fund	-	500	500	-
HSBC - Eco Fund	-	410	410	-
CCLA Account - Consecrated Ground Fund	-	2,000	2,000	2,000
CCLA Account - Refurbishment Fund	-	5,490	5,490	5,393
	<u>12,142</u>	<u>16,041</u>	<u>28,183</u>	<u>30,854</u>

Other monetary assets

No other monetary assets outstanding

Liabilities

No liabilities outstanding

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Transfer Out	Transfer In	Bal c/fwd
Designated					
Contingency Account	12,624	-	2,500	-	10,124
	<u>12,624</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>10,124</u>
Restricted					
Refurbishment Fund	11,165	108	0	610	11,883
Organ Fund	0	0	3,850	5,098	1,248
Audio Visual Fund	0	0	1,500	2,000	500
Eco Fund	0	0	0	410	410
Consecrated Ground Fund	2,000	0	0	0	2,000
	<u>13,165</u>	<u>108</u>	<u>5,350</u>	<u>8,118</u>	<u>16,041</u>

3. Further Analysis of Receipts and Payments Accounts

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
Receipts				
a) All other giving/voluntary receipts:				
Grants	1,250	2,455	3,705	390
Donations	2,027	1,239	3,266	9,515
Legacy	-	1,000	1,000	-
Collections/Donations for Charity	-	1,974	1,974	868
	<u>3,277</u>	<u>6,668</u>	<u>9,945</u>	<u>10,773</u>
b) Activities for generating funds:				
200 Club	551	551	1,102	1,272
Steeton Village Fun Day; Duck Race	782	-	782	1,223
Quiz Evening	-	-	-	474
Christmas Fayre	1,001	-	1,001	1,003
Hamper Raffle	390	-	390	512
Vicar Retirement Collection	-	-	-	320
Lunch Club	1,004	-	1,004	-
Easter Draw	398	-	398	-
Jubilee Event	533	-	533	-
Holidays at Home	-	970	970	-
Steeton Male Voice Choir Evening	-	247	247	-
Miscellaneous	4	60	64	30
	<u>4,663</u>	<u>1,828</u>	<u>6,491</u>	<u>4,834</u>
c) Investment Income:				
Bank and CCLA Deposit Fund Interest	<u>18</u>	<u>108</u>	<u>126</u>	<u>5</u>
d) Church activities:				
Fees for weddings and funerals	1,460	-	1,460	1,969
Church Hall lettings	15,409	-	15,409	12,480
Utility Refund	-	-	-	148
Insurance Claim	830	-	830	932
	<u>17,699</u>	<u>-</u>	<u>17,699</u>	<u>15,529</u>
Payments				
e) Church running expenses:				
Cost of Services	2,244	-	2,244	928
Church building running expenses	6,092	-	6,092	5,886
Administration costs	1,521	-	1,521	1,269
Church repairs and maintenance	-	-	-	994
Church grounds upkeep	105	-	105	-
	<u>9,962</u>	<u>-</u>	<u>9,962</u>	<u>9,077</u>
f) Mission giving and donations				
500 Miles	-	435	435	470
Children's Society	-	498	498	256
Sudan Appeal	-	175	175	132
Royal British Legion	-	44	44	30
Water Aid	-	195	195	-
Christian Aid	-	518	518	-
British Red Cross	-	250	250	-
	<u>-</u>	<u>2,115</u>	<u>2,115</u>	<u>888</u>