

# ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2022

## The Parochial Church Council of St Peter's Church, Gildersome

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## **2022 Report and Accounts for the Parochial Church Council of St Peter's Church, Gildersome**

### **Aims and purposes**

St Peter's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Patrick Senior, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of St Peter's, Church Street, Gildersome.

### **Objectives and Activities**

The PCC is committed to the mission statement: **The local church serving the local community.**

When planning our activities for this year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

To facilitate this work, it is important that we take the responsibility to maintain the fabric of the church of St Peter and the Church Centre complex.

### **Achievements and performance**

#### **Worship and prayer**

The PCC is keen to offer a range of services over the course of the year that our community find both beneficial and spiritually fulfilling. For example, weekly morning prayer provides a worshipful, intimate and reflective environment for prayer and we have just begun a monthly praise service on a Sunday at 4pm.

Family Worship continues on the morning of the 1st Sunday each month. Baptisms sometimes happen within this service, but more often as lunchtime services. We shared a Harvest Lunch at St Paul's, Drighlington and held a joint Benefice service at St Paul's when it was their Patronal Festival.

All are welcome to attend our regular services. At present there are 109 parishioners on the Church Electoral Roll, 31 of whom are not resident within the parish. No names were added during the year and 3 were removed.

The average weekly attendance, counted during October, was 55 adults, but this number increases at festivals, especially at Christmas.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of life. There were 7 baptisms during the year, but no weddings. There were 14 funerals and 2 committals of ashes.

#### **Deanery Synod**

Two members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church. A separate report on the proceedings of the Deanery Synod has been provided.

#### **Pastoral care**

Some members of our parish are unable to attend church due to sickness or age. The Vicar, together with Lay Pastoral Minister, Elizabeth Knight arrange to visit and take communion to such people.





## **Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our churchwardens Liz Pearce and Christine Lonsdale, and our vergers Susan Smith who have worked so tirelessly on our behalf. We would like to thank our treasurer Helen Butterworth and also Moira Stainsby who is our PCC secretary.

As always we are extremely grateful for the army of helpers and volunteers who carry out a whole range of practical and spiritual tasks. It would be wrong to begin to name names for fear of missing someone out. Suffice to say, you are very much appreciated. Thank you all of you!

## **Home and Overseas Mission**

The PCC agreed to support different home or overseas charities each month throughout the year.

## **Ecumenical relationships**

There is no formal Churches Together in Gildersome, although the church works with the Baptist Church and Methodist Church on occasions such as the Week of Prayer for Christian Unity service, World Day of Prayer service and Remembrance Sunday.

## **Financial review**

Total voluntary receipts on unrestricted funds were £60,450 of which £51,779 was unrestricted voluntary donations, and a further £8,671 was from Gift Aid. No restricted donations were received.

Giving through envelopes, standing orders and the Parish Giving Scheme increased by 14.6% and Gift Aid recovered increased by 37%. We were extremely grateful for the pecuniary legacy of £1,000 from Jean Wood and also for the many donations made towards the installation of the new windows, which is a continuing project. Total income increased by 26.5% compared with last year.

£90,480 was spent from unrestricted funds to provide the Christian ministry from St. Peter's Church, including the diocesan parish share of £42,556.

The net result for the year was an overspend of £14,022 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st December on unrestricted funds totalled £28,788.

## **Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £22,620. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £28,788 held on unrestricted (including designated) funds at the year end meets this target, but we must be mindful of the fact that the cash balance has been reducing year on year.

We hold restricted funds of £5,641 in the Children/Young People Fund and £5,033 in the Parish Development Fund.

## **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.



The method of appointment of PCC members is set out in the Church Representation Rules. At St. Peter's the membership of the PCC consists of the clergy, churchwardens and Deanery Synod members (as ex-officio members) together with up to 12 members elected by those members of the congregation who are on the electoral roll of the church.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met nine times during the year.

Additionally the Standing Committee has met seven times. No other PCC sub-committees currently exist.

### **Administrative information**

St Peter's Church is situated in Church Street, Gildersome. It is part of the Diocese of Leeds within the Church of England. The correspondence address is 2A Church Street, Gildersome, Leeds, LS27 7AF. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011). Registered charity number 1175182.

PCC members who have served at any time from 1 January 2022 until the date this report was approved are:

#### **Ex Officio members:**

- Vicar: The Reverend Patrick Senior – Chair
- Assistant Priest: The Reverend Brian Duxbury (to September 2022)
- Warden: Liz Pearce
- Warden: Christine Lonsdale
- Deanery Synod representative: Susan Smith
- Deanery Synod representative: Philipp Pearce

#### **Elected members:**

- Helen Buttenworth, Treasurer (from April 2019)
- Rebecca Kelly (from April 2019)
- Anna Head (from April 2021)
- Paul Buttenworth (from April 2021)
- David Townsend (from April 2021)
- Susan Panther (from September 2021)
- Elizabeth Knight (from April 2022)
- Chris Quinn (from April 2022 to March 2023)

#### **Co-opted members:**

- None

#### **PCC Secretary (not a member of the PCC):**

- Moira Stainsby (from January 2022)





## **Independent Examiner's Report to the Trustees of St Peter's Parochial Church Council**

I report on the accounts of the church for the year ended 31 December 2022 which are set out on pages 2 to 5.

### **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 out 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, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 22/3/2023

Name:

MICHAEL ADAMS

Lima Accountancy

132 Street Lane, Gildersome, Leeds, LS27 7JB



## Receipts and Payments Account

### PAROCHIAL CHURCH COUNCIL OF ST PETER'S CHURCH, GILDERSOME

#### Financial Statements for the Year Ended 31 December 2022

| Receipts and Payments Accounts          |      |                                      |                     |                    |               |               |
|---|------|--------------------------------------|---------------------|--------------------|---------------|---------------|
|   | Note | Unrestricted/<br>Designated<br>funds | Restricted<br>funds | Endowment<br>funds | TOTAL<br>2022 | TOTAL<br>2021 |
| RECEIPTS                                |      | £                                    | £                   | £                  | £             | £             |
| Voluntary receipts:                     |      |                                      |                     |                    |               |               |
| Planned giving                          |      | 32,229                               | -                   | -                  | 32,229        | 28,108        |
| Collections at services                 |      | 5,000                                | -                   | -                  | 5,000         | 1,833         |
| All other giving/voluntary receipts     | 4a   | 14,548                               | -                   | -                  | 14,548        | 12,140        |
| Gift Aid recovered                      |      | 8,671                                | -                   | -                  | 8,671         | 6,332         |
|   |      | 60,450                               | -                   | -                  | 60,450        | 48,414        |
| Activities for generating funds         | 4b   | 5,817                                | -                   | -                  | 5,817         | 5,924         |
| Deposit fund interest                   |      | 506                                  | -                   | -                  | 506           | 25            |
| Church activities                       | 4c   | 9,682                                | -                   | -                  | 9,682         | 5,758         |
| Insurance claim                         |      | -                                    | -                   | -                  | -             | 288           |
| <b>Total receipts</b>                   |      | <b>76,458</b>                        | <b>-</b>            | <b>-</b>           | <b>76,458</b> | <b>60,408</b> |
| PAYMENTS                                |      |                                      |                     |                    |               |               |
| Church activities:                      |      |                                      |                     |                    |               |               |
| Diocesan parish contribution            | 5a   | 42,556                               | -                   | -                  | 42,556        | 44,796        |
| Clergy costs                            |      | 1,474                                | -                   | -                  | 1,474         | 1,144         |
| Church running expenses                 | 5b   | 44,997                               | 806                 | -                  | 45,804        | 20,600        |
|   |      | 89,027                               | 806                 | -                  | 89,834        | 66,539        |
| Costs of generating funds               | 5c   | 1,452                                | 431                 | -                  | 1,883         | 1,149         |
| <b>Total payments</b>                   |      | <b>90,480</b>                        | <b>1,237</b>        | <b>-</b>           | <b>91,717</b> | <b>67,689</b> |
| Excess of receipts over payments        |      | (14,022)                             | (1,237)             |                    | (15,259)      | (7,281)       |
| Cash at bank and in hand at 1 January   |      | 42,811                               | 11,933              | -                  | 54,744        | 61,936        |
| Cash in bank and in hand at 31 December |      | 28,788                               | 10,674              | -                  | 39,463        | 54,744        |





## STATEMENT OF ASSETS AND LIABILITIES

|                      | Note | Unrestricted/<br>Designated<br>funds | Restricted<br>funds | Endowment<br>funds | TOTAL<br>2022 | TOTAL<br>2021 |
|----------------------|------|--------------------------------------|---------------------|--------------------|---------------|---------------|
| Cash funds           |      | £                                    | £                   | £                  | £             | £             |
| Bank current account |      | 13,493                               | -                   | -                  | 13,493        | 15,637        |
| Cash in hand         |      | 175                                  | -                   | -                  | 175           | 390           |
| Deposit account      |      | 15,119                               | 10,104              | -                  | 25,223        | 38,716        |
|                      |      | 28,788                               | 10,104              | -                  | 38,893        | 54,744        |
| Liabilities          |      |                                      |                     |                    |               |               |
| Agency collections   |      | -                                    | (569)               | -                  | (569)         | 20            |
| <b>Total assets</b>  |      | <b>28,788</b>                        | <b>10,674</b>       | <b>-</b>           | <b>39,463</b> | <b>54,723</b> |

## Notes

1. The financial statements of the PCC have been prepared in accordance with the Church Account Regulations 2006 using the Receipts and Payments basis.
2. There are no endowment funds.
3. The movements in designated and restricted funds during the year were:

|                           | Bal b/fwd<br>£ | Receipts<br>£ | Payments<br>£ | Bal c/fwd<br>£ |
|---------------------------|----------------|---------------|---------------|----------------|
| <b>Unrestricted</b>       |                |               |               |                |
| General                   | 42,543         | 76,458        | 90,480        | 28,521         |
|                           | 42,543         | 76,458        | 90,480        | 28,521         |
| <b>Designated</b>         |                |               |               |                |
| Kitchen                   | 267            | -             | -             | 267            |
|                           | 267            | -             | -             | 267            |
| <b>Restricted</b>         |                |               |               |                |
| Creche Donation Fund      | 67             | -             | 67            | -              |
| Parish Development Fund   | 5,033          | -             | -             | 5,033          |
| Working with Young People | 6,812          | -             | 1,170         | 5,641          |
|                           | 11,912         | -             | 1,237         | 10,674         |
| <b>Total of Funds</b>     | <b>54,723</b>  | <b>76,458</b> | <b>91,717</b> | <b>39,463</b>  |





#### 4. Further analysis of Receipts

|    | Note                                | Unrestricted/<br>Designated<br>funds | Restricted<br>funds | Endowment<br>funds | TOTAL<br>2022 | TOTAL<br>2021 |
|----|-------------------------------------|--------------------------------------|---------------------|--------------------|---------------|---------------|
|    |                                     | £                                    | £                   | £                  | £             | £             |
| a) | All other giving/voluntary receipts |                                      |                     |                    |               |               |
|    | Donations                           | 11,123                               | -                   | -                  | 11,123        | 1,930         |
|    | Legacies                            | 1,000                                | -                   | -                  | 1,000         | 10,210        |
|    | Grants                              | 2,425                                | -                   | -                  | 2,425         | -             |
|    |                                     | 14,548                               | -                   | -                  | 14,548        | 12,140        |
| b) | Activities for generating funds:    |                                      |                     |                    |               |               |
|    | Art Group                           | 304                                  | -                   | -                  | 304           | 761           |
|    | Coffee donations                    | 555                                  | -                   | -                  | 555           | 350           |
|    | Coffee mornings                     | 271                                  | -                   | -                  | 271           | 478           |
|    | Coffee Pot                          | -                                    | -                   | -                  | -             | 20            |
|    | Fees for weddings and funerals      | 1,710                                | -                   | -                  | 1,710         | 2,222         |
|    | Friendship Group                    | 154                                  | -                   | -                  | 154           | 216           |
|    | Meeting Place                       | 265                                  | -                   | -                  | 265           | -             |
|    | Tols and Tea                        | 212                                  | -                   | -                  | 212           | -             |
|    | Wine Group                          | 34                                   | -                   | -                  | 34            | -             |
|    | Other funds generated               | 1,855                                | -                   | -                  | 1,855         | 1,896         |
|    |                                     | 5,817                                | -                   | -                  | 5,817         | 5,924         |
| c) | Church activities:                  |                                      |                     |                    |               |               |
|    | Bookstall sales                     | 503                                  | -                   | -                  | 503           | -             |
|    | Traidcraft Stall sales              | 138                                  | -                   | -                  | 138           | -             |
|    | Lettings – Church groups            | -                                    | -                   | -                  | -             | 90            |
|    | Lettings – private bookings         | 9,041                                | -                   | -                  | 9,041         | 5,203         |
|    | Parish magazine – advertising       | -                                    | -                   | -                  | -             | 395           |
|    | Parish magazine – sales             | -                                    | -                   | -                  | -             | 70            |
|    |                                     | 9,682                                | -                   | -                  | 9,682         | 5,758         |



## 5. Further analysis of Payments

|                                   | Note | Unrestricted/<br>Designated<br>funds | Restricted<br>funds | Endowment<br>funds | TOTAL<br>2022 | TOTAL<br>2021 |
|-----------------------------------|------|--------------------------------------|---------------------|--------------------|---------------|---------------|
| a)                                |      | £                                    | £                   | £                  | £             | £             |
| Clergy costs:                     |      |                                      |                     |                    |               |               |
| Working expenses of incumbent     |      | 933                                  | -                   | -                  | 933           | 553           |
| Telephone and internet            |      | 541                                  | -                   | -                  | 541           | 591           |
|                                   |      | 1,474                                | -                   | -                  | 1,474         | 1,144         |
| b)                                |      |                                      |                     |                    |               |               |
| Church running expenses:          |      |                                      |                     |                    |               |               |
| Insurance                         |      | 2,260                                | -                   | -                  | 2,260         | 2,191         |
| Telephone and internet            |      | 541                                  | -                   | -                  | 541           | 494           |
| Electricity                       |      | 1,039                                | -                   | -                  | 1,039         | 1,518         |
| Gas                               |      | 4,707                                | -                   | -                  | 4,707         | 3,026         |
| Water                             |      | 497                                  | -                   | -                  | 497           | 375           |
| Support for Children's Activities |      | -                                    | 480                 | -                  | 480           | -             |
| Support for Friendship Group      |      | 20                                   | -                   | -                  | 20            | 50            |
| Support for Tots and Tea          |      | -                                    | 81                  | -                  | 81            | -             |
| Support for other Church groups   |      | 64                                   | 43                  | -                  | 107           | 199           |
| Decorating of church building     |      | 27                                   | -                   | -                  | 27            | 694           |
| Maintenance                       |      | 2,504                                | 17                  | -                  | 2,521         | 2,725         |
| Major repairs to building         |      | 28,033                               | -                   | -                  | 28,033        | 6,612         |
| Upkeep of churchyard              |      | 604                                  | -                   | -                  | 604           | 750           |
| Cleaning and hygiene              |      | 1,127                                | -                   | -                  | 1,127         | 306           |
| Upkeep of services                |      | 1,059                                | 70                  | -                  | 1,130         | 1,004         |
| Copier/printer costs              |      | 863                                  | -                   | -                  | 863           | 118           |
| Computer costs                    |      | 359                                  | -                   | -                  | 359           | 265           |
| Mission and evangelism            |      | 175                                  | 113                 | -                  | 288           | 183           |
| Bookstall costs                   |      | 594                                  | -                   | -                  | 594           | -             |
| Traidcraft stall costs            |      | 462                                  | -                   | -                  | 462           | -             |
| Administration                    |      | 52                                   | -                   | -                  | 52            | 90            |
|                                   |      | 44,997                               | 806                 | -                  | 45,804        | 20,600        |
| c)                                |      |                                      |                     |                    |               |               |
| Costs of generating funds:        |      |                                      |                     |                    |               |               |
| Stewardship campaign              |      | 423                                  | -                   | -                  | 423           | 105           |
| Costs of events                   |      | 1,029                                | 431                 | -                  | 1,460         | 1,045         |
|                                   |      | 1,452                                | 431                 | -                  | 1,883         | 1,149         |

|                          | £             |
|--------------------------|---------------|
| British Heart Foundation | 40.00         |
| Christian Aid            | 6.50          |
| Helping Hands            | 48.85         |
| The Children's Society   | 212.83        |
| <b>Total</b>             | <b>308.18</b> |

Agency (Postbox) Report Summary – Donations/Collections held on behalf of third parties as at 31 December 2022

