



TRUSTEES ANNUAL REPORT and FINANCIAL STATEMENTS

Parochial Church Council of the Ecclesiastical Parish of Emmanuel Church, Woodley



For the year ended 31 December 2021
Registered Charity Number: 1175550

TRUSTEES ANNUAL REPORT

Aim and purposes

Emmanuel Church's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Sean Riordan, 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 Emmanuel Church Centre building in Southlake Crescent. Woodley, Reading.

Objectives and activities

The PCC is committed to furthering the vision of Emmanuel which is "to impact and influence our community with the good news of Jesus". We are focused on putting our faith into practice and reaching out to everyone, regardless of race, ethnicity, religion, sexuality, or gender. We seek to serve through practical help like putting on clubs and events for different ages and interests, through visiting, through the provision of food and offering training and skills courses. We also seek to be a spiritual hub for the community with regular worship and prayer.

This work has expanded significantly over the last few years and so to facilitate this work further, it is important that we maintain the fabric of the Emmanuel Church Centre.

ACHIEVEMENTS AND PERFORMANCE

Pandemic Impact

The last 12 months have seen a promising recovery from the worst effects of the pandemic, with a good number of people returning in person to church, especially in the second half of 2021. Overall attendance and giving remained stable, with the regular provision of live-streamed services and meetings proving very helpful. Previous regular activities such as youth and children's groups began to take place again.

Highlights

- The completion, on budget, in September of nearly all the building works for our major new extension, "The Emmanuel Neighbourhood Centre".
- From October the new centre, along with our existing main hall, were fully open once more to church and community bookings and we quickly saw previous regular bookings returning and new ones being requested.
- In Autumn, we began a Monday afternoon community drop in, for parents and children. The café area was available to parents whilst children's games and activities were provided in the new hall.



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After a slow start, the weekly number of children was into double figures by December.

- Emmanuel partnered with a charity called SHARE Wokingham, with Wokingham Borough Council, and a community group called Woodley Lunch Bunch to offer weekly fresh food distribution. This occurs in tandem with the above-mentioned community drop-in and has seen an average of 38 households per week coming to Emmanuel to make use of this service.
- We continue in partnership with Woodley Foodbank and Lunch Bunch in providing them premises for their key operations and storage and collaborating wherever possible (e.g., see above) in serving the local community.
- A successful grant application to the Henry Smith Charity has led to £30,000 of funding for our youth pastor role, securing this position for at least another three years.
- During the summer, the church had a camping weekend away with 60 people in attendance. This was a wonderful way to welcome new church members as well as to renew existing relationships after the distancing caused by Covid.



- Our youth pastor continued to provide effective ministry and support to our young people in the church and community with a core of young people. We began to see a regular appearance of young people helping to lead our music and singing during the service on Sundays.
- Our children's (LIGHT) team of volunteer leaders and helpers grew back from 3 or 4 key people during the pandemic to a team of 14 by the end of the year.

Worship and Prayer

Pre-pandemic, there were about 170 adults and children who attend Emmanuel at least once a month. This number has risen from about 150 four years ago. Our usual Sunday morning attendance was just over 100 (of which 1/3rd are under 16), plus a further 15 teenagers in the evening. During 2021, we believe that we have retained contact with most of these households and young people and that a significant number still worship with us through the livestreaming platform. Average Sunday in-person attendance in Autumn as lockdown measures eased, was around 80 people.

Sunday service:

- 10.30 main service – pre-lockdown Holy Communion once a month and an All-Age service once a month. Very informal style, band-led worship. We had four different groups for children and young people groups running during the main service. In autumn 2021 we had 3 groups back up and running.
- In the first quarter we were livestreaming only due to lockdown. In person services returned on Easter Day - 4th April 2021. Since the start of the year, we have simultaneously livestreamed all Sunday 10.30 services via Facebook (or Zoom for all age.) We continue to have a monthly all age service.
- Christmas and Easter attendance was about 70% of pre-lockdown numbers.

We would normally celebrate several baptisms and dedications throughout the year, both for children, teenagers, and adults – this was not easily possible in 2021. We did, however, celebrate one dedication in the autumn. Although we are not a licenced building for weddings, our minister shares the Church of England weddings in Woodley with the other Anglican priests. Likewise, we share responsibility for funerals for Woodley residents.

Electoral Roll

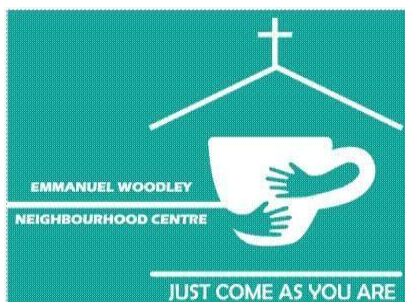
Our revised electoral roll was completed in March 2022. There are 88 parishioners on the Church Electoral Roll, 61 of whom are not resident within the parish. 2 names were added during the year and 0 were removed.

CHURCH BUILDING

Emmanuel Church Centre

We have started to function more as a community space. We hire out the room spaces on a not-for-profit basis to several local groups and societies (other churches, dance groups, exercise groups, dog training club, toddler groups etc.), as well as to private individuals for children's parties. We often allow local charities to use the space free of charge. We estimate that currently around 350-400 people enter the church building each week, about 50% of whom do not attend church services.

Due to lockdown, many of our hall bookings, both church and community orientated, were suspended during the first part of the year.



Emmanuel Neighbourhood Centre (Community Building Project)

One of the major milestones in recent years for Emmanuel was achieved at the end of Summer 2021 with the opening of our Neighbourhood Centre. The building work took 18 months to complete and was

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financed through generous giving from the congregation, a number of grants from charities and trusts, and a 5-year interest free loan of £35,000 (roughly 10% of the overall cost) from a church member.



Neighbourhood Centre Complete Sept 2021

This new facility increases our surface area by over 50% and is being used to make a change in our community engagement and mission. In time, we hope to offer many community enhancing activities. Amongst those that have been suggested are a café for older and younger people to encounter and enrich each other through friendship and helping to tackle isolation, providing life skills, money management, job support, refugee support, and a community garden project.

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The space will be suitable for community groups and for small meetings such as counselling sessions, as well as the continued use by various local groups providing support and activities for the wider community. Our desire is to partner more with the community, building on the relationships already established with those who use the centre. we also want to see the growth of our ministries especially for children, families, and young people.

These relationships started to grow in 2021 through the start of our Monday afternoon community drop-in along with the partnership with SHARE Wokingham and Lunch Bunch. This has been a wonderful start for the use of the new building and we are very grateful to everyone who has been involved with project and who have given so generously over the years.

FINANCE & GOVERNANCE

Deanery Synod

Two members of the PCC plus clergy sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Financial Review

Total receipts on unrestricted funds were £100,137 (including £15,351 from Gift Aid). Restricted income of £82,763 was also received which is detailed in the Financial Statements.

Unrestricted planned giving through standing orders decreased by 3% to £63,805 (2020: £65,768).

£94,553 was spent from unrestricted funds to provide the Christian ministry from Emmanuel Church, including the £53,709 contribution to the diocesan parish share. The parish share largely provides the stipends and housing for the clergy. The sum that the churches in the deanery must find is shared between the churches according to a formula that is based mainly on a head count of the congregation.

£11,705 was given from restricted funds to support local projects and mission partners.

The net result for the year after fund transfers was a surplus of £5,584 on unrestricted funds. The net result for restricted funds was an inflow of £65,318 (due to the costs of the community building project being capitalised).

Including balances brought forward at the beginning of the year, the balances carried forward at 31st December 2021 on unrestricted funds totalled £46,612. Restricted funds ended the year with a balance of £331,941 giving total funds of £380,007 at 31st December 2021.

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 £25,000. It is held to smooth out fluctuations in cash flow and to meet emergencies.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At Emmanuel Church the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. 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 7 times (6 of which were conducted via Zoom) during the year with an average level of attendance of 80%. Given its wide responsibilities, the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include pastoral, children and youth, worship, mission and outreach and fabric and finance, are all responsible to the PCC and report back to it regularly, minutes of their decisions being received by the full PCC and discussed as necessary.

We are committed to promoting a safe environment and culture for children, young people and vulnerable adults. Kate Sumner has been appointed by the PCC as our safeguarding officer.

Administrative information

Emmanuel Church is situated in Southlake Crescent, Woodley. It is a parish church since 2018 and is part of the Diocese of Oxford within the Church of England.

The correspondence address is Emmanuel Church, Southlake Crescent, Woodley RG5 3QW | info@emmanuelwoodley.org.uk | www.emmanuelwoodley.org.uk

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission with charity number 1175550 registered on 3rd November 2017.

PCC members who have served at any time from 1st January 2021 until the date this report was approved are:

Ex Officio members

Incumbent: The Reverend Sean Riordan (Chair)
Wardens: Mrs Lyn Rhodes and Mr David Woolnough (both appointed March 2021)

Elected members

1. Mr Daniel Carter
2. Mr Harry Collins (appointed March 2021)
3. Mrs Rachel Hogg
4. Mr Joshua Holloway (resigned July 2021)
5. Mrs Sally Kerry
6. Mr Dave Mansfield
7. Mr Ian Mullens
8. Mrs Busayo Odunsi
9. Mr Kieran Pearson (Secretary)
10. Ms Katie Rhodes (appointed March 2021)
11. Mrs Lyn Rhodes
12. Mr Shane Stevens (resigned March 2021)
13. Mr Dov Whittle
14. Mr David Woolnough

Co-Opted members

- Mrs Laurie-Ann Price - Youth Pastor
- Sonia Hall – Treasurer (stepped down January 2021)

Approved by the PCC on 25th July 2022 and signed on their behalf by the Reverend Sean Riordan (PCC chairman)



INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS/TRUSTEES OF EMMANUEL CHURCH PCC

I report to the PCC members on the accounts of The Parochial Church Council of the Ecclesiastical Parish of Emmanuel Church, Woodley for the year ended 31 December 2021.

Respective responsibilities of the Trustees and the Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the Independent Examiner's Statement

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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the Act; or
 - to prepare accounts which accord with these accounting records 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 by Tony White



on 25th July 2022

STATEMENT OF FINANCE ACTIVITIES for the year ended 31 December 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	2020 Total £
Incoming Resources					
Donations & legacies	86,700	0	82,763	169,463	273,527
Charitable activities	13,437	0	0	13,437	7,085
Investments	0	0	0	0	396
Total Incoming Resources	100,137	0	82,763	182,900	281,008
Resources Used					
Charitable activities	94,553	0	17,445	111,998	125,892
Total Resources Used	94,553	0	17,445	111,998	125,892
Net incoming / outgoing resources	5,584	0	65,318	70,902	155,116
Transfer between funds	0	(23,284)	24,484	1,200	0
Net movement in funds	5,584	(23,284)	89,802	72,102	155,116
Reconciliation of funds					
Total funds brought forward	41,028	23,284	243,593	307,905	152,789
Net movement in funds	5,584	(23,284)	89,802	72,102	155,116
Total funds carried forward	46,612	0	333,395	380,007	307,905

BALANCE SHEET as at 31 December 2021

	2021 £	2020 £
Fixed Assets		
Tangible assets	334,603	137,347
Current Assets		
Debtors	21,919	24,903
Cash at bank and in hand	60,647	147,698
Total current assets	417,169	309,948
Liabilities		
Creditors due within 1 year	2,162	*2043
Creditors more than 1 year	35,000	0
Total Liabilities	37,162	2,043
Total assets	380,007	307,905
Represented by		
Unrestricted funds	46,612	*41,028
Designated funds	0	23,284
Restricted funds	333,395	243,593
Total charity funds	380,007	307,905

*Creditors due within 1 year figure adjusted by £69 due to reporting error (£1974 in 2020 annual report). Unrestricted funds figure adjusted by same amount (on SOFA & balance sheet).

The financial statements were approved by the PCC on 25th July 2022



Revd Sean Riordan (Chair of Trustees)

1 | ACCOUNTING POLICIES

Basis of preparation

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 SORP.

The financial statements have been prepared under the historical cost convention.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

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 nor those that are informal gatherings of Church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for 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.

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.

Gains and losses on investments

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

Resources used

Grants and donations

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 (although not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by section 96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Team Rector 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's Inventory, which can be inspected (at any reasonable time). For inalienable property acquired prior to 1st January 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. There have been no items acquired since 1st January 2000, any future items acquired will be capitalised and depreciated in the accounts over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred during the year on consecrated or beneficed buildings, individual items under £1,000 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over four years.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown in debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

2 | DONATIONS & LEGACIES

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	2020 Total £
Donations & Legacies					
Donations & gifts	85,789	0	27,355	113,145	180,699
Grants received	911	0	55,408	56,319	92,897
Total	86,700	0	82,763	169,463	273,596

3 | CHARITABLE ACTIVITIES

	Income £	2020 Total £
Charitable Activities		
Hall Lettings	12,388	5,902
Funerals	1,049	1,183
Total	13,437	7,085

	Expenditure £	2020 Total £
Charitable Activities		
Bank Charges	96	60
Church garden	147	142
Church groups	2,902	2,516
Clergy & curate costs	5,221	11,222
Discretionary Giving (groups)	6,705	5,450
Discretionary Giving (individuals)	2,237	10,457
Funeral fees	569	1,399
Hall running costs	4,638	5,137
Other costs	11,967	4,786
Parish share	53,709	56,561
Staff costs & training	18,807	28,162
Total	106,998	125,892

4 | STAFF COSTS

	Expenditure	2020 Total
	£	£
Staff Costs		
Wages & Salary	18,325	4,379
Pension Contributions	271	2,789
Total	<u>18,597</u>	<u>7,168</u>

The church had three part-time employees in January 2021. An administrator, a cleaner and a youth pastor. The Administrator resigned in February 2021. The position for the remainder of 2021 was held by a volunteer.

There were no employees whose annual remuneration was £60,000 or more.

5 | FIXED ASSETS

Assets under construction

	£
As 31st December 2020	137,347
Additions	<u>197,256</u>
As 31st December 2021	<u>334,603</u>

6 | DEBTORS

Debtors

	2021 Total	2020 Total
	£	£
Gift Aid tax recoverable	19,948	20,283
Other accounts receivable	<u>1,971</u>	<u>4,620</u>
	<u>21,919</u>	<u>24,903</u>

7 | CREDITORS

Creditors

Amounts due within one year	2021 Total	2020 Total
	£	£
Trade creditors	2,057	2,043
Other creditors	104	0
	<u>2,162</u>	<u>2,043</u>

Creditors

Amounts due more than one year	2021 Total	2020 Total
	£	£
Loan	35,000	0
	<u>35,000</u>	<u>0</u>

8 | RESTRICTED FUNDS

Restricted funds represent assets given to the Parochial Church Council for a particular purpose and the funds cannot, except by agreement with the donors, be used for any other purpose. The Parochial Church Council has several restricted funds; their balances and movement in the year are:

Restricted Funds	2020 Balance	Incoming Resources	Resources Used	Transfers	2021 Balance
	£	£	£	£	£
Community Building	238,039	66,596	0	21,830	326,465
Helping Hands	3,746	0	(2,237)	1,454	2,963
Little Gems	452	313	0	(360)	405
Special Collections	1,356	5,647	(5,000)	1,560	3,563
Youth Work	0	10,208	(10,208)	0	0
	<u>243,593</u>	<u>82,763</u>	<u>(17,445)</u>	<u>24,484</u>	<u>333,395</u>

Community Building is the fund for the Emmanuel Neighbourhood Centre project. Helping hands is a fund set up during the pandemic to help provide financial support to members of the church. Little Gems is a parent and toddler group run by the church. Special collections represents giving for KKV (a specific mission project). Youth work represents the grant and other funding for our youth pastor and youth work projects, including grant funding from the Henry Smith Charity.

9 | DESIGNATED FUNDS

Designated Funds	2020 Balance	Incoming Resources	Resources Used	Transfers	2021 Balance
	£	£	£	£	£
Community Building	21,830	0	0	(21,830)	0
Families Outreach Worker	1,454	0	0	(1,454)	0
	23,284	0	0	(23,284)	0

The funds in the Community Building designated fund were transferred to the Community Building restricted fund.