

1179723

THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF SANDERSTEAD ST MARYS

Financial Statements

Year Ended 31 December 2020

ST. MARY'S SANDERSTEAD

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ST. MARY'S SANDERSTEAD

Reference and administrative details

For the year ended 31 December 2020

Charity Registration no:	1179723
Registration Date:	29 August 2018
Governing Document:	Parochial Church Council Powers (1956) as amended and Church Representation Rules that came into force on 2 January 1957.

PCC members who have served from 1st January 2020 until the date this report was approved are:

Clergy:	Fr. Grant Cohen
Laity: Church Wardens	Mr. Richard Broadberry (from 18 October 2020) Mr. Colin Burtwell Mrs. Deborah Rastall and Vice Chair (resigned 18 October 2020)
Reader	Mr. Robert Radley
Deanery Synod	Mr. Ian Anderson (resigned 18 October 2020) Mr. Colin Burwell Ms. Kim Brown (resigned 18 October 2020) Mrs Debra Elsdon (from 18 October 2020) Mrs. Julia Storey
Elected members	Ms. Alison Brewster Mrs. Daniella Broadberry (from 18 October 2020) Mrs. Dawn Brown (from 18 October 2020) Mr. Clive Christensen (Treasurer) Mrs. Caroline Hankinson Mr. Neville Henderson Mrs. Pooky Knightsmith (from 18 October 2020) Mrs. Nora Lee (resigned 18 October 2020) Mrs. Ann Rowland (from 18 October 2020) Ms. Aileen Solly Mrs. Julia Storey Mrs. Rachael Woods (Secretary)

ST. MARY'S SANDERSTEAD

Reference and administrative details

For the year ended 31 December 2020 (cont'd)

Bankers:

HSBC
139a North End
Croydon
Surrey
CR0 1TN

The CBF Church of England Funds
Senator House
85 Queen Victoria Street
London
EC4V 4ET

Independent Examiner:

Peter Saltiel
Church and Charity Accounts Service
Planchadeau
23460 Saint-Pierre-Bellevue
France

All Correspondence to:

St. Mary's Church
Purley Oaks Road
South Croydon
Surrey
CR2 0NR

Telephone: 020 8657 9232

ST. MARY'S SANDERSTEAD

TRUSTEES' REPORT

Structure, governance and management.

Constitution

The Parochial Church Council (PCC) is a body established under the Church Representation Rules of the Church of England and under the Parochial Church Council (Powers) Measure 1956.

Appointment of Trustees

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.

Organisational Structure and Decision Making

The rules for the proceedings of the PCC are set out in the Church Representation Rules.

Because its role is essentially strategic and co-ordinating, rather than day-to-day management, the only permanently constituted committee of the PCC is the Standing Committee, which meets as necessary to conduct urgent business between full meetings. Temporary groups are appointed from time to time to carry out specific pieces of work.

Risk management

The PCC categorises risk as follows:

Financial risk is the most common category of risk and it is possible to measure many non-financial risks in terms of financial impact. Financial risks can be managed through budgets and internal financial procedures as well as through strategic, business and development plans and management accounts.

Reputational risk can have an impact on parishes if, for example, unwelcome publicity hinders the mission of the Church.

Statutory and legal requirements such as health and safety, employment law, Charities Act, child protection and associated difficulties, which could lead to high compensation payments arising from equal opportunities or health and safety claims, also pose a risk.

Operational risk relates to threats to the Church's ability to deliver its objectives owing, for example, to damage to a church building.

Management of risk is the responsibility of the PCC which undertakes risk assessment on a low, medium or high likelihood of an event occurring and the high, medium or low impact. Contingency plans, controls or preventative measures are put in place by the PCC.

Objectives and activities

The PCC has the responsibility of co-operating with the incumbent in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for St. Mary's Church and Hall.

The PCC has responsibility for a wide range of matters affecting St. Mary's, including such matters as compliance with health and safety, disability discrimination legislation and child protection. Appropriate training procedures have been adopted, including training courses arranged by the diocese or deanery and the dissemination of reading matter.

ST. MARY'S SANDERSTEAD

Bribery Act 2010

This Act came into effect 1st July 2011.

The Ministry of Justice "Quick Start Guide" is clear that because St. Mary's affairs are entirely UK based with very little risk of bribery being committed on behalf of St. Mary's, then we may feel no need for any procedures to prevent bribery.

We believe that our present procedures of requiring three quotes for major works, with the decision on which quote to accept taken by the Standing Committee and/or the PCC, and of using Southwark recommended firms for major projects, mean that we have sufficient procedures in place.

Trustees' Report

The full PCC met 6 times in 2020 for formal business, with an average attendance level of 75%.

The Standing Committee met once in 2020.

COMMUNITY, OUTREACH & FACILITIES

During the first 3 months of the year The Family Room is was used by the Junior Church and as a crèche for babies and toddlers during services, for post service refreshments, and as a meeting room for various church committees. Sadly, following the closure of the church due to the Covid-19 virus, and when it was re-opened, keeping our distance whilst wearing face masks meant that The Family Room was closed, as was the church hall.

We continued our support of the Cold Weather Floating Shelter, providing dinner, bed, and breakfast to those who arrive seeking shelter in 2019 but, again this was cancelled in 2020.

Additionally, the Christmas Tree exhibition, to which hundreds of local people attend, was also cancelled for 2020.

Additionally, the construction of the new church hall will now be commenced later in 2021. The Lemon Tree Montessori School will stay in church for this period.

Financial Review

Income for the financial year was £137,858 (2019 £136,425) and expenditure £119,944 (2019 £135,185) with a net income of £17,914 compared with 2019 net income of £1,240.

Total receipts on ordinary unrestricted/designated funds of the church were £132,854 (2019 £125,534) and are detailed in the financial statements. Expenditure of £113,251 (2019 £130,369) was spent to provide the Christian ministry in the parish, including the Parish Support Fund giving of which largely provides the stipends and housing for the clergy.

The unrestricted fund net result was a positive of £19,603 (2019 a negative £4,835). After an internal transfer of £426 from the restricted funds an overall surplus of £20,029 was recorded.

It is worth recording, and thanking everyone, that the congregational giving did not decrease during this period, and donations of £20,000 were also received to assist the church during this time.

Reserves Policy

It is the PCC policy to maintain a balance on general/designated unrestricted funds which equates to approximately six months unrestricted payments, to cover emergency situations that may arise from time to time. The balance of £28,335 at the year-end did not reach this level.

The balance of £22,927 of restricted funds is available for expenditure only for the purposes shown in note 9 of the notes to the financial statements.

Statement of Trustees' Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the church at the year end and its incoming resources and resources expended during the year. In preparing those financial statements, the trustees are required to: -

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial Statements

The financial statements prepared for filing purposes have been reconciled with the memorandum accounts prepared separately by the treasurer for the PCC. The memorandum accounts are used by the PCC for internal management information only.

Approved by the PCC on the 9th March 2021 and signed on their behalf by:



Fr. Grant Cohen, Priest-in charge St. Mary's Sanderstead and St. James' Riddlesdown.



Clive Christensen, Honorary Treasurer

Independent Examiner's Report to the Trustees / Members of St. Mary's Church
Sanderstead
Registered Charity No. 1179723
for the year ended 31st December 2020

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2020 set out on pages 7 to 17.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Peter Saltiel
Church & Charity Accounts Service
Planchadeau
23460 Saint-Pierre-Bellevue
France



Dated 20th April 2021

Statement of financial activities
for the year ended 31st December 2020

	<u>Notes</u>	<u>Unrestricted Fund</u> £	<u>Restricted Fund</u> £	<u>Total 2020</u> £	<u>Total 2019</u> £
Income & endowments					
Donations & legacies	3.1	84,596	5,004	89,600	80,686
Charitable activities	3.2	48,077	-	48,077	51,743
Other trading activities	3.3	115	-	115	3,878
Investments	3.4	66	-	66	118
Total income & endowments		<u>132,854</u>	<u>5,004</u>	<u>137,858</u>	<u>136,425</u>
Expenditure					
Raising funds	4.1	-	-	-	2,700
Charitable activities	4.2	113,251	6,693	119,944	132,485
Total expenditure		<u>113,251</u>	<u>6,693</u>	<u>119,944</u>	<u>135,185</u>
Net income/(expenditure) for the year		19,603	(1,689)	17,914	1,240
Fund transfers		426	(426)	-	-
Net income/(expenditure) for the year		<u>20,029</u>	<u>(2,115)</u>	<u>17,914</u>	<u>1,240</u>
Total funds brought forward	9	8,306	25,042	33,348	32,108
Total funds carried forward	9	<u>28,335</u>	<u>22,927</u>	<u>51,262</u>	<u>33,348</u>

All activities are regarded as continuing.

The above statement includes all recognised gains and losses during the year.

The Notes to the Accounts form part of these Financial Statements

ST. MARY'S SANDERSTEAD

Balance Sheet as at 31st December 2020

	Notes	2020 £	£	2019 £	£
ASSETS					
Fixed Assets	5		<u>1</u>		<u>1</u>
Current Assets					
Cash at Bank		63,439		38,717	
Debtors	6	<u>2,407</u>	65,846	<u>2,414</u>	41,131
LIABILITIES					
Current Liabilities					
Creditors	7		<u>13,085</u>		<u>6,284</u>
NET CURRENT ASSETS			<u>52,761</u>		<u>34,847</u>
Non-Current Liabilities					
Creditors			<u>1,500</u>		<u>1,500</u>
NET ASSETS			<u><u>51,262</u></u>		<u><u>33,348</u></u>
REPRESENTED BY:					
	9				
Restricted Fund:					
Chalice		200		200	
Hall Refurbishment		(25)		25	
Youth Work		2,170		2,706	
Agency collection		(95)		(95)	
Mission		2,699		2,699	
Nave Altar Fund		665		740	
Altar Curtains		200		200	
Oclea bequest		827		823	
Organ		652		652	
Rewiring		1,521		1,521	
Heating		3,378		3,378	
Seven Whole days		3,356		3,485	
Stupples bequest -vicar's discretionary		7,379		8,708	
			<u>22,927</u>		<u>25,042</u>
Designated Fund:					
Charity Payments		850		850	
Christmas Tree		2,226		2,241	
Youth		494		-	
			<u>3,570</u>		<u>3,091</u>
Unrestricted Fund:					
General			<u>24,765</u>		<u>5,215</u>
			<u><u>51,262</u></u>		<u><u>33,348</u></u>

Signed on behalf of all the trustees

on the 9th March 2021



ST. MARY'S SANDERSTEAD

Notes to the Accounts
For the Year Ended 31st December 2020

1 Basis of preparation

1.1 Basis of accounting

These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction, unless otherwise stated in the relevant notes(s), value in accordance with:

- a) The Charities Act 2011
- b) Charities (Accounts and Reports) Regulations 2008
- c) The Financial Reporting Standard applicable in the UK and Republic of Ireland: FRS102
- d) Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)
- e) Church Accounting Regulations 2006

1.2 Judgements and Estimations

The Trustees have not made any significant judgements in the process of applying accounting policies and there are no areas of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

1.3 Going concern

- a) At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has sufficient reserves and that the charity is a going concern.

1.4 Change of accounting policy

- a) The accounts present a true and fair view and no changes in the basis of accounting have been made during the year.

1.5 Changes to previous accounts

- a) There have been no changes to the previous accounts during the financial year.

1.6 Changes to accounting estimates

- a) There have been no changes to accounting estimates.

ST. MARY'S SANDERSTEAD

Notes to the Accounts
For the Year Ended 31st December 2020 (cont'd)

2 Accounting policies

2.1 Fund accounting

- a) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds. These are recognised at the time of receipt.
- b) Designated funds - are set aside as part of the unrestricted funds to be used for a particular future project or commitment.
- c) Restricted funds - are to be used for the specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

2.2 Income

- a) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- b) Where income has related expenditure, the income and related expenditure are reported gross in the SoFA.
- c) Income tax recoverable as Gift Aid is accounted for on a claimed basis.
- d) Investment income is included in the accounts when receivable.

2.3 Expenditure

- a) Charitable expenditure comprises costs incurred by the charity providing activities and services for its beneficiaries.
- b) Costs of generated funds are those costs incurred in attracting voluntary income, or incurred in trading activities undertaken to raise funds.
- c) Support and administration costs of the charity relate to the costs of running the charity and includes any costs which cannot be specifically identified to another expenditure.
- d) Expenditure is recognised on an accrual basis and creditor amounts are measured at settlement amounts less any trade discounts.
- e) Provisions for liabilities are measured on recognition of its historical costs and then measured at the best estimate of the amount required to settle the obligation at the reporting date.
- f) The charity is not registered for VAT, so all costs are inclusive of VAT charged.

ST. MARY'S SANDERSTEAD

Notes to the Accounts
For the Year Ended 31st December 2020 (cont'd)

3 Analysis of income

	Unrestricted <u>Fund</u> £	Restricted <u>Fund</u> £	Total 2020 £	Total 2019 £
<u>3.1 Donations & legacies</u>				
Gift Aid giving	64,797	-	64,797	50,861
Plate collections	441	-	441	936
Donations	490	5,004	5,494	14,636
Flowers	170	-	170	551
Gift Aid tax reclaim	16,628	-	16,628	13,702
Grants	2,070	-	2,070	
	<u>84,596</u>	<u>5,004</u>	<u>89,600</u>	<u>80,686</u>
<u>3.2 Charitable activities</u>				
Wedding & funeral fees	642	-	642	1,140
Church hall letting	570	-	570	588
Montessori School	43,333	-	43,333	50,000
Cavat Theatre Arts	3,468	-	3,468	-
Sundries	64	-	64	15
	<u>48,077</u>	<u>-</u>	<u>48,077</u>	<u>51,743</u>
<u>3.3 Other trading activities</u>				
Fairs & events	115	-	115	3,878
	<u>115</u>	<u>-</u>	<u>115</u>	<u>3,878</u>
<u>3.4 Investments</u>				
Interest	66	-	66	118
	<u>66</u>	<u>-</u>	<u>66</u>	<u>118</u>
Total Income	<u>132,854</u>	<u>5,004</u>	<u>137,858</u>	<u>136,425</u>

ST. MARY'S SANDERSTEAD

Notes to the Accounts
For the Year Ended 31st December 2020 (cont'd)

4 Analysis of expenditure

	Unrestricted <u>Fund</u> £	Restricted <u>Fund</u> £	Total 2020 £	Total 2019 £
<u>4.1 Raising funds</u>				
Cost of fetes & other events	-	-	-	2,700
	-	-	-	2,700
<u>4.2 Charitable objectives</u>				
Donations				
Missionary Societies	5,000	-	5,000	5,500
Home mission	-	1,500	1,500	-
Total donations	5,000	1,500	6,500	5,500
Stipend quota	64,606	-	64,606	63,340
St Mary's office administrator	773	-	773	50
Photocopier finance	1,701	-	1,701	1,219
Clergy expenses	1,098	2,592	3,690	1,796
Foods purchased	788	1,027	1,815	2,864
Postage & stationery	641	-	641	1,117
Vicar's telephone	424	-	424	513
Church insurance	3,693	-	3,693	3,260
Church office telephone	388	-	388	384
Church photocopier costs	997	-	997	1,428
Organ & piano tuning	547	-	547	3,339
Church maintenance	2,388	75	2,463	5,706
Organist & choir expenses	4,720	-	4,720	5,529
Altar requisites	231	-	231	1,958
Flowers	99	-	99	700
Junior church	-	-	-	118
Church running - electric	3,119	-	3,119	2,695
Church running - gas	2,981	-	2,981	987
Church running - other	470	-	470	4,080
Subscriptions & annual fees	1,245	-	1,245	1,105
Sundry	1,041	1,320	2,361	4,887
Jubilee Room running costs	-	129	129	-
<i>Total c'fwd</i>	96,950	6,643	103,593	112,575

ST. MARY'S SANDERSTEAD

Notes to the Accounts
For the Year Ended 31st December 2020 (cont'd)

4 Analysis of expenditure (cont'd)

	Unrestricted <u>Fund</u> £	Restricted <u>Fund</u> £	Total 2020 £	Total 2019 £
<i>Total b'fwd</i>	96,950	6,643	103,593	112,575
Hall running - general	4,681	-	4,681	3,037
Hall running - electricity	1,222	-	1,222	1,467
Hall running - gas	3,125	-	3,125	3,746
Hall running - insurance	3,319	-	3,319	3,785
Hall running - maintenance	225	-	225	-
Hall running - water	283	-	283	262
Hall running - cleaning	939	-	939	6,012
Hall running - wages	1,812	-	1,812	906
Church major repairs - structure	-	50	50	-
Independent examination	695	-	695	695
	<u>113,251</u>	<u>6,693</u>	<u>119,944</u>	<u>132,485</u>
Total Expenditure	<u>113,251</u>	<u>6,693</u>	<u>119,944</u>	<u>135,185</u>

5 Fixed Assets

Tangible Assets

The area of land making up the hall and surrounding land around it has been found to be the PCC's rather than Southwark. Accordingly, we have explored the possibility of having a new hall constructed, with the elimination of the scouts hut and existing hall.

The price is to be £542,000 which is the same as the land we intend to sell to the property directors to build 3 houses on the portion we sell them close to the Wetton Tree Gardens and the Oclee Room.

Currently we are awaiting legal advice from our solicitors, which means that until we get it we are unable to apply to Croydon Council for planning permission. During the financial year the charity has been considering and reviewing options to ensure that the maximum public benefit is achieved in due course.

In the meantime, the land continues to be listed as having a value of £1.

6 Debtors

	2020 £	2019 £
Tax recoverable	1,048	1,723
Areas of rent and utilities	<u>1,359</u>	<u>691</u>
	<u>2,407</u>	<u>2,414</u>

ST. MARY'S SANDERSTEAD

Notes to the Accounts

For the Year Ended 31st December 2020 (cont'd)

7 Creditors

	2020	2019
	£	£
Charitable giving agreed but not paid	11,202	5,500
Agency collections	25	25
Creditors for goods and services	1,858	759
	<u>13,085</u>	<u>6,284</u>

8 Staff costs

	2020	2019
	£	£
Wages and salaries	4,706	7,531
NIC Contributions	-	-
	<u>4,706</u>	<u>7,531</u>

The average monthly number of employees during the year was as follows:

	2020	2019
PCC managed employees	1	1
DCC managed employees	-	-
	<u>1</u>	<u>1</u>

No employee received a remuneration of over £60,000 in either year.

ST. MARY'S SANDERSTEAD

Notes to the Accounts
For the Year Ended 31st December 2020 (cont'd)

9 Movement of Funds

	1st Jan £	Income £	Expenditure £	Transfers £	31st Dec £
Restricted Funds					
Chalice	200	-	-	-	200
Hall Refurbishment	25	-	(50)	-	(25)
Youth Work	2,706	-	(36)	(500)	2,170
Agency collection	(95)	-	-	-	(95)
Mission	2,699	-	-	-	2,699
Nave Altar Fund	740	-	(75)	-	665
Altar Curtains	200	-	-	-	200
Oclee bequest	823	4	-	-	827
Organ	652	-	-	-	652
Rewiring	1,521	-	-	-	1,521
Heating	3,378	-	-	-	3,378
Seven Whole days	3,485	-	(129)	-	3,356
Stupples bequest -vicar's di	8,708	5,000	(6,403)	74	7,379
Designated Funds					
Charity Payments	850	-	-	-	850
Christmas Tree	2,241	-	(15)	-	2,226
Youth	-	-	(206)	700	494
Unrestricted Fund					
General	5,215	132,854	(113,030)	(274)	24,765
Total Funds	33,348	137,858	(119,944)	-	51,262

	1st Jan £	Income £	Expenditure £	Transfers £	31st Dec £
Restricted Funds	25,042	5,004	(6,693)	(426)	22,927
Designated Funds	3,091	-	(221)	700	3,570
Unrestricted Fund	5,215	132,854	(113,030)	(274)	24,765
Total Funds	33,348	137,858	(119,944)	-	51,262

ST. MARY'S SANDERSTEAD

Notes to the Accounts

For the Year Ended 31st December 2020 (cont'd)

10 Analysis of net assets between funds

	Unrestricted <u>Fund</u> £	Restricted <u>Fund</u> £	Total 2020 £	Total 2019 £
Total funds brought forward	8,306	25,042	33,348	32,108
Net movement in resources	20,029	(2,115)	17,914	1,240
Total funds carried forward	<u>28,335</u>	<u>22,927</u>	<u>51,262</u>	<u>33,348</u>

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Tangible fixed assets	1		1	1
Current assets	30,529	22,927	53,456	41,131
Current liabilities	(695)	-	(695)	(6,284)
Non-current liabilities	(1,500)	-	(1,500)	(1,500)
Total Funds	<u>28,335</u>	<u>22,927</u>	<u>51,262</u>	<u>33,348</u>

11 Trustee remuneration

No trustee has been paid any remuneration or received any other benefits from an employment with their charity or a related entity during the year.