

THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF
ST JOHN THE BAPTIST HAMPTON
WICK

Report and Accounts

for the year ending 31 December 2020

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

CHARITY INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2020

Members of the Parochial Church Council	The Revd. Jerry Field	(incumbent)
	Mr. Daniel Bates	
	Mr. Robin Bell	
	Mrs. Ruth Blizzard	appointed 11/10/20
	Mr. Steven Bryan	
	Mrs. Susan Catcheside	
	The Revd. Anna Evans	
	Ms. Nisha George	appointed 11/10/20
	Mrs. Rosemary Hobley	resigned 14/5/20
	The Revd. Jonathan Kissell	
	Mr. James Klair	
	Mrs. Maggie Murphy	resigned 11/10/20
	Mrs. Caroline Oldham	
	Mrs. Kirsten Powney	resigned 11/10/20
	Mr. Graham Simpson	
	Mrs. Andrea Sisodia	
	Mr. Shakti Sisodia	
	Mr. Nicholas Stevens	resigned 11/10/20
	Mr. Garth Watkins	
Other members of key management	The Revd. Jerry Field	
	The Revd. Anna Evans	
Charity Registration Number	1180021	
Principal Address	St John's Church, Church Grove Hampton Wick, KT1 4AL	
Independent Examiner	Ajay Rajani FCIE Stewardship 1 Lamb's Passage London EC1Y 8AB	
Bankers	HSBC Bank plc Kingston Branch 54 Clarence Street Kingston Upon Thames Surrey KT1 1NP	

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK
REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31ST DECEMBER 2020

The members of the Parochial Church Council (PCC) have pleasure in submitting the Report and Accounts for the year.

Introduction

The charity was registered with the Charity Commission on 21 September 2018 and operates under the Charities Act 2011. The governing documents for the charity are the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules.

Objects of the charity

The charity is responsible for co-operating with the incumbent, in promoting in the ecclesiastical parish, the whole mission of the Church be it pastoral, evangelistic, social or ecumenical. The PCC is also responsible for maintaining certain church property situated within the parish, namely the church building at Church Grove, Hampton Wick.

Review of Activities

Our vision is to Love Jesus, Build Community and Transform Lives.

There are 275 adults on our electoral roll, and 515 adults, 177 children and 87 youth are involved in regular Sunday worship. A variety of family life, employment and Christian basics courses are regularly run throughout the year with attendance from both church members and also the wider community. There are thriving Children, Youth and Student Ministries.

In March 2020 government advice and legislation was introduced to help contain the outbreak of COVID-19. This required the temporary suspension of all physical gatherings. St John's was able to continue many of its activities using online media, including recorded and live-streamed services, courses, ministries and events. As a consequence, St John's has continued to welcome new members and visitors during this time. Furthermore, a new Love Your Neighbour ministry was launched to practically help those isolating or unwell due to COVID-19, to help feed people experiencing homelessness in Kingston, and provided Christmas Day lunch and support to elderly and vulnerable members of our local community.

Over the course of the year, St John's has maintained its connection with other local organisations, including Hampton Deanery, Kingston Churches Together, Churches Together in Teddington, Kingston University, Twickenham Sea Cadets, The Hampton Wick Association, HM Prison Service, St John the Baptist Junior School and Hampton Wick Infant and Nursery School.

Many of the PCC's activities are undertaken by volunteers and the PCC could not operate effectively without their efforts. In particular volunteers help to support Children, Youth, Men's and Women's ministries, run courses (including the Alpha Course, Marriage Course, Pre-Marriage Course), lead Worship and help with Church administration.

In planning the activities the Directors have had regard to the guidance on public benefit issued by the Charity Commission.

Financial Review

In 2020 St John's reported a surplus of £40,895 (2019: £38,422). This was the result of strong and continuing levels of giving and careful cost management. The members of the PCC also agreed to accumulate reserves during 2020 with the aim of using these to develop and upgrade the existing church buildings to accommodate the requirement for additional space to support our ministry.

Overall, income decreased by £25,918, to £642,730. Largely as a result of COVID-19, there was a reduction in the amount of donations received from those coming to the church, the income received from activities organized by the church and from letting property. This reduction in income was offset, in part, by the grants received this year from the government's Job Retention Scheme in respect of employees that had been furloughed. Expenditure decreased by £28,391 to £601,835. Again, largely as a result of COVID-19, there was a substantial reduction in the PCC's normal operating expenses. These savings were offset, in part, by a larger contribution to the Diocese, an increase in clergy related expenses, and an increase in grant giving (in particular to those affected by COVID-19).

Net assets increased by this year's surplus, which was £40,895, to £290,172. This is largely represented by cash of £226,120 (of which £173,401 is unrestricted) and fixed assets (which include this year's upgrade to the church's visual system and the audio system in the warehouse) of £50,309.

Future Plans

Our future plans continue to:

- In the short and long-term to promote the our vision which is to Love Jesus, Build Community and Transform Lives;
- We plan to do this through continuing to run Christian basics courses; encouraging, equipping and resourcing church leadership and the congregation to help run Christian basics and other courses in the local area; development of church facilities to provide a space for running courses, training and for the benefit of the local community. Regarding worship within the community, it will continue with three services on a Sunday, a monthly prayer meeting, regular meetings of men's and women's groups, and an annual week away; and
- We plan to upgrade the church buildings and facilities to provide additional space for ministry, including for youth, pastoral meetings, office staff and small groups. The restricted funds we had previously built up to potentially acquire a property adjacent to St John's will (with the permission of donors) now be used to help fund this building project .

Reserves Policy

To ensure that the PCC always has sufficient working capital to meet its obligations to employees and creditors, the members of the PCC established a policy whereby the unrestricted cash held by the PCC should cover three months of planned expenditure after taking into account regular giving. For 2020, to comply with this policy, the members of the PCC determined that the charity should hold unrestricted cash of no less than £30,000. The PCC ended 2020 with unrestricted cash of £173,401 and the PCC plans to use much of the excess to help fund the upgrade of St John's church building.

Risk Statement

The members of the PCC have reviewed the risks to which The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Hampton Wick is exposed. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis. The schedule of major risks and mitigation identified by the members of the PCC are as follows.

No	Potential Risk	Mitigation
1	Reputational damage due to the behaviour of senior leadership or staff members.	The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Hampton Wick has clearly defined values and behaviors which are regularly communicated and oversight structures are in place for staff and senior leadership.
2	Harm comes to those in our care due to lack of appropriate and compliant child and adults at risk safeguarding procedures.	The Church Council has adopted and co-operates with the Diocese in its Safeguarding Policy and safer recruitment process. DBS checks are made before any member of staff or volunteer is engaged to work with children or adults at risk.
3	A shortfall in income and/or inadequate cashflow results in an inability to meet salary and creditor payments.	Strong budgetary and financial controls are in place with regular financial reports and forecasts discussed at Parochial Church Council meetings. Reserves are also maintained at a level based on the net of three months 2020 budgeted expenditure and income.
4	Harm comes to visitors or staff due to lack of appropriate and compliant Health and Safety procedures.	The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Hampton Wick has robust Health and Safety processes, training and monitoring to ensure visitors and staff are kept safe.

With regard to the PCC's obligations to safeguard children and adults at risk, the members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

Structure, governance and management.

The appointment of PCC members is governed by, and set out in, the Church Representation Rules. The PCC comprises all the clergy licensed to St Johns Hampton Wick, the two Churchwardens (elected annually at the annual Meeting of Parishioners) and up to twelve lay members elected at the Parochial Church Meeting (APCM). This also includes up to six lay members of the local Deanery Synod.

Responsibility for setting policy and for determining the parameters within which the PCC should operate rests with the members of the PCC, who meet regularly to review and plan activities. The members of the PCC have delegated responsibility for the day to day operation of the PCC to a leadership team led by the incumbent. The members of the PCC receive training and advice from the local Diocese.

The PCC meets approximately six times a year and holds a retreat or vision meeting once a year. Additionally the Vicar and the two Churchwardens form the Executive Committee which meets twice a month. This Committee is empowered by the PCC to make decisions as may be required between PCC meetings and any key decisions made at this Committee and requiring approval by the full PCC are communicated to the PCC members for their approval via email.

Clergy and lay employed staff are responsible for the various ministries and for the finance and administration of the church; and make regular reports to the PCC.

PCC members are kept informed on matters affecting the parish, including health and safety, relevant legislation and safeguarding. One of the PCC's employees is appointed as Church Safeguarding Officer and advises the members of the PCC on all matters relating to safeguarding. A Health and Safety Policy is in place and is kept under review. The PCC has adopted and co-operates with the Diocese of London in its Safeguarding Policy and safer recruitment process, including DBS checks made before any member of staff or volunteer is engaged to work with children or adults at risk.

The PCC co-operates with the Diocese of London at all levels in the pursuit of its charitable objectives.

Remuneration Policy and Principles

Our aim is to reward staff, irrespective of seniority, competitively with our peer organisations, informed by the following principles:

- Fair: We will not discriminate rewards for reasons of race, colour, faith, gender, sexual orientation, age, disability or any other legally protected characteristic
- Competitive: Levels and types of reward will be determined by the size and scope of the role, and informed by comparisons with peer organisations in the church and charitable sectors
- Differentiated: We will differentiate reward decisions on the basis of performance; a combination of what is achieved and the way in which it is done
- Compliant: Our pay processes will account for the correct treatment of tax and national insurance, and reflect national guidance on minimum levels of earnings
- Affordable: All reward decisions will be influenced by the extent to which we can afford them; this will include criteria such as income, expenditure and cash flow
- Total Reward: Our rewards will balance pay, employee benefits, training, development, operating environment and staff wellbeing

All of our directly employed permanent staff are paid at least £10.75 per hour which is the current London Living Wage.

COVID-19

In March 2020 the PCC took measures (in line with government advice and legislation) to help contain the outbreak of COVID-19. This included the temporary suspension of all physical gatherings and the PCC had to curtail, or change, how it operated. The PCC has been monitoring income and expenditure and has taken measures to mitigate the impact of COVID-19 on the PCC's free reserves. The PCC has not had to make any staff redundant but some staff were put on furlough; the PCC has received government funding to help it pay salaries to furloughed staff.

Statement of Responsibilities of the Members of the Parochial Church Council

The PCC is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC are required to:

1. select suitable accounting policies and apply them consistently
2. observe the methods and principles in the Charities SORP
3. make judgements and estimates that are reasonable and prudent
4. state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
5. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the members of the PCC and signed on their behalf by:

The Reverend Jerry Field

Date: 8 June 2021

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF
THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK
('the Charity')

I report to the charity trustees on my examination of the accounts of the Charity for the period ended 31 December 2020 on pages 8 to 19 following, which have been prepared on the basis of the accounting policies set out on pages 11 to 13.

Responsibilities and basis of report

As the charity's trustees of the PCC 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 Charity's accounts carried out under section 145 of the 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

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Ajay Rajani FCIE
Fellow of the Association of Charity Independent Examiners
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

11 June 2021

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOME FROM:					
Donations	3	609,722	8,111	617,833	606,033
Charitable activities	4	5,585	-	5,585	30,930
Other trading activities	5	18,381	-	18,381	30,675
Investments		931	-	931	1,010
Total income and endowments		634,619	8,111	642,730	668,648
EXPENDITURE ON:					
Charitable activities	6	591,724	10,111	601,835	630,226
Total expenditure		591,724	10,111	601,835	630,226
Net income/(expenditure)		42,895	(2,000)	40,895	38,422
Transfers between funds	13	-	-	-	-
Net movement in funds		42,895	(2,000)	40,895	38,422
Reconciliation of funds:					
Total funds brought forward		194,558	54,719	249,277	210,855
Total funds carried forward	13	237,453	52,719	290,172	249,277

The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derive from continuing operations.

The notes on page 11-19 form part of these accounts.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
FIXED ASSETS					
Tangible assets	8	50,309	-	50,309	31,594
		<u>50,309</u>	<u>-</u>	<u>50,309</u>	<u>31,594</u>
CURRENT ASSETS					
Debtors	9	24,089	-	24,089	17,206
Cash at bank and in hand	10	173,401	52,719	226,120	214,769
		<u>197,489</u>	<u>52,719</u>	<u>250,209</u>	<u>231,975</u>
CREDITORS: Amounts falling due within one year	11	(10,346)	-	(10,346)	(14,292)
		<u>(10,346)</u>	<u>-</u>	<u>(10,346)</u>	<u>(14,292)</u>
Net current assets / (liabilities)		<u>187,144</u>	<u>52,719</u>	<u>239,863</u>	<u>217,683</u>
TOTAL NET ASSETS		<u>237,453</u>	<u>52,719</u>	<u>290,172</u>	<u>249,277</u>
FUND BALANCES					
Unrestricted general funds	13	237,453	-	237,453	194,558
Restricted funds		<u>-</u>	<u>52,719</u>	<u>52,719</u>	<u>54,719</u>
		<u>237,453</u>	<u>52,719</u>	<u>290,172</u>	<u>249,277</u>

The financial statements were approved by the members of the PCC and were signed on its behalf by:

The Revd. Jerry Field

Date: 8 June 2021

Charity number: 1180021

The notes on page 11-19 form part of these accounts.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

FOR THE YEAR ENDED 31 DECEMBER 2020

CASH FLOW STATEMENT

	Note	2020 £	2019 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	a	<u>49,468</u>	<u>37,357</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		931	1,010
Purchase of property, plant and equipment		(39,048)	(36,483)
Net cash provided by/(used in) investing activities		<u>(38,117)</u>	<u>(35,473)</u>
Change in cash and equivalents in the reporting period		<u>11,351</u>	<u>1,884</u>
Cash and equivalents at the beginning of the year	b	<u>214,769</u>	<u>212,885</u>
Cash and cash equivalents at the end of the year	b	<u>226,120</u>	<u>214,769</u>

Note a: Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2020 £	2019 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	40,895	38,422
Adjustments for:		
Depreciation charges and provisions for impairment	20,333	10,391
Interest from investments	(931)	(1,010)
(Increase)/decrease in debtors	(6,883)	(586)
Increase/(decrease) in creditors	(3,946)	(9,860)
Net cash provided by (used in) operating activities	<u>49,468</u>	<u>37,357</u>

Note b: Analysis of cash and cash equivalents

	2020 £	2019 £
Cash at bank with immediate access	64,969	67,034
Notice deposits (with a term of three months or less)	160,039	147,108
Petty cash	1,112	627
Total cash and cash equivalents	<u>226,120</u>	<u>214,769</u>

An analysis of changes in net debt has not been presented because the PCC does not have any borrowings.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Statutory Information

The Parochial Church Council of The Ecclesiastical Parish of St John the Baptist Hampton Wick (the PCC) was registered as a charity with the Charity Commission in England & Wales on 21 September 2018. The charity's registered number and principal address can be found on the Charity Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention. The financial statements include all activities for which the PCC is legally responsible; the activities of informal gatherings of church members and groups that owe their main affiliation to another body are excluded.

These financial statements have been prepared in accordance with The Church Accounting Regulations 2006, the 'Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' ('the Charities SORP'), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out below.

a) Use of merger accounting

The PCC was registered as a charity on 21 September 2018 and its first financial statements were in respect of the period commencing on that date and ending on 31 December 2019. The PCC was dormant during the period from 21 September 2018 to 31 December 2018 and had no assets or liabilities on 31 December 2018. On 1 January 2019 The Mission Community of St John's Kingston Bridge (charity number 1148264) ("SJKB") transferred its assets, liabilities and activities to the PCC. As permitted by the Charities SORP, this transfer has been accounted for as a merger because it qualifies as a charity reconstruction (whereby the charity has simply changed its legal form). In accordance with the requirements of merger accounting, the assets and liabilities of SJKB were transferred at book value, not fair value, to the PCC.

b) Going concern

The PCC have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The PCC have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly (e.g. due to the outbreak of COVID-19). The PCC have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

c) Income

Income (which includes planned giving, collections and other donations) is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

The charity has relied significantly upon volunteers in carrying out its activities during the year. In particular volunteers help to support Children, Youth, Men's and Women's ministries, run courses (including Alpha Course, Parenting Course, Marriage Course, Marriage Preparation Course), lead Worship and help with the Church administration. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from church conferences, events and courses.

Income from other trading activities represents income receivable from activities undertaken to generate funds for the charity. It includes income from the letting of property held primarily for use in charitable activities.

The charity has taken the view that it has only one charitable activity, namely the advancement of the Christian faith, and all income from donations, legacies and charitable activities is in respect of this one activity.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

d) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish share are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year. Any contributions that have not been paid over by the year end are included as a creditor.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

The Charities SORP requires charities with income over £500,000 to allocate costs to the various activities undertaken by the charity. The nature of the work of the church is considered to be so integrated that the core charitable activity costs are considered to be for the one activity.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

e) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

f) Tangible fixed assets

Consecrated and beneficed property is not included in these financial statements by virtue of s.10(2) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

Movable church furnishings held by the incumbent and Churchwardens on special trust for the PCC and which require a faculty for disposal are capitalised in accordance with the policy set out below. These items are regarded as inalienable property and are listed in the church's inventory which can be inspected at any reasonable time. Inalienable property acquired prior to 2000 has not been capitalised as there is insufficient cost information available.

Certain clergy accommodation are held in trust by the Diocese on behalf of the PCC. These properties are essential for the mission of the church and have been in use for many years but they have not been included in these financial statements as there is insufficient cost information and their depreciated cost is unlikely to be material.

The PCC has been granted exclusive use of Bank House Storage (known as 'The Warehouse') for church and mission purposes, by the leaseholder, the London Diocesan Fund (LDF). The LDF took this 21-year lease from the landlord (HSBC Bank) with this sole purpose in mind. It is anticipated that the PCC will eventually take over this lease however, at 31 December 2020, this lease remained with the LDF. Though the PCC expects to have continued use of the Warehouse, it does not have any legal interest in the property and therefore the amounts spent on refurbishing the property have not been capitalised in these financial statements.

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £1,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Equipment	3 years
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The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

g) Leased assets

Leases which do not transfer substantially all the risks and rewards of ownership to the charity are classified as operating leases. Operating lease payments are recognised as an expense on a straight-line basis over the lease term (unless another systematic basis is more representative of use).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

h) Pension scheme arrangements

The PCC contributes to the Church Workers Pension Fund, which is a multi-employer defined benefits pension scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. Consequently the Scheme is accounted for as a defined contribution scheme and contributions to the Scheme are charged to the Statement of Financial Activities as they become payable. Further information about the Scheme is given in note 12 'Pension Commitments'.

i) Taxation

The charity has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

j) Critical accounting estimates and areas of judgement

The members of the PCC do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

3 Donations and legacies

	2020	2019
	£	£
Donations of cash and similar	582,446	606,033
Job Retention Scheme grants from government	37,136	-
Other grants receivable	250	-
Other grants returned	(2,000)	-
	<u>617,833</u>	<u>606,033</u>

4 Income from charitable activities

	2020	2019
	£	£
Church conferences, events and courses	5,585	30,930
	<u>5,585</u>	<u>30,930</u>

5 Other trading income

	2020	2019
	£	£
Letting of church warehouse	18,381	30,675
	<u>18,381</u>	<u>30,675</u>

6 Charitable expenditure

	2020	2019
	£	£
a Costs incurred directly on activities		
Staff costs	236,374	234,175
Common fund and stipend costs	185,805	155,948
Accommodation for clergy and other clergy expenses	31,951	6,467
Ministry expenses	20,235	43,999
Annual conferences and events (such as Focus)	4,036	33,800
Courses (such as Alpha)	4,847	16,264
Church running expenses	27,416	56,468
Warehouse rental and running costs	28,130	30,221
Fairlight House rental and running costs	-	10,393
	<u>538,794</u>	<u>587,734</u>
Grants payable (note 6c)	33,250	20,600
	<u>572,044</u>	<u>608,334</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

b Costs incurred on support & administration

Governance costs		
Independent examiner's fee	2,760	2,400
Other	10	2,505
	<u>2,770</u>	<u>4,905</u>
Church administration	3,024	2,598
Legal & professional Fees	3,664	3,997
Depreciation	20,333	10,391
	<u>29,791</u>	<u>21,892</u>
Total expenditure	<u>601,835</u>	<u>630,226</u>

The fee payable to the independent examiner for examining the accounts was £2,760 (2019: £2,400); in addition the charity paid £1,024 (2019: £1,129) to Stewardship for payroll bureau services.

c Grants payable

	Institutions £	Individuals £	2020 £
Grants for UK and overseas mission	13,185	-	13,185
Grants for the relief of poverty and hardship	11,420	8,645	20,065
Grant giving in year (see below)	<u>24,605</u>	<u>8,645</u>	<u>33,250</u>

The comparatives for the previous year are as follows:

	Institutions £	Individuals £	2019 £
Grants for UK and overseas mission	15,294	306	15,600
Grants for the relief of poverty and disasters	8,600	-	8,600
Grants for UK based churches	2,400	-	2,400
Grant giving in period (see below)	<u>26,294</u>	<u>306</u>	<u>26,600</u>
Write back of a brought forward provision for grant making	(6,000)	-	(6,000)
	<u>20,294</u>	<u>306</u>	<u>20,600</u>

The charity's principal grants to institutions comprised:

	2020 £	2019 £
UK and Overseas Mission		
International Justice Mission	1,710	1,732
Room for Work	3,600	3,600
Urban Action Trust	600	3,600
Justice and Care	1,750	1,500
African Prisons Project	1,460	1,400
Fusion	1,280	-
Schools Insight Work	1,000	-
Other Institutions	1,785	3,462
Relief of poverty and hardship		
Tearfund	3,720	3,600
Hope Health Action	7,700	5,000
Support for UK based Churches		
Holy Trinity, Hounslow	-	2,400
	<u>24,605</u>	<u>26,294</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

7 Analysis of staff costs, the cost of key management personnel and trustee remuneration and expenses

	2020	2019
	£	£
Gross wages and salaries	210,783	205,187
Social security	13,370	11,717
Pension costs	8,244	10,465
Other employment costs	3,978	6,806
	<u>236,374</u>	<u>234,175</u>

Most of the charity's activities are carried out by volunteers. The average monthly number of employees and the related full time equivalent is given below:

	2020	2019
Average monthly number of employees	14	15.6
Full time equivalent	6.7	6.5

No staff received salaries at a rate of more than £60,000 per annum.

Revd. Jerry Field, Revd. Anna Evans and Revd. Jon Kissell (who are clergy members of the PCC) receive a stipend from the Diocese and so they are not employees; some of the Parish Share paid to the Diocese is used to help meet the cost of these stipends. Revd. Anna Evans was provided with accommodation (which is customary for clergy) so that she could better perform her duties and the cost of this accommodation (and related removal costs) to the PCC was £31,215 (2019: £6,136).

No member of the PCC received employment benefits in either the current or preceding year.

8 Tangible fixed assets

	Fixtures, fittings and equipment £	Total 2020 £
Cost		
At 1 January 2020	137,090	137,090
Additions	39,048	39,048
At 31 December 2020	<u>176,138</u>	<u>176,138</u>
Accumulated depreciation		
At 1 January 2020	105,496	105,496
Charge for the year	20,333	20,333
At 31 December 2020	<u>125,829</u>	<u>125,829</u>
Net book value		
At 31 December 2020	<u>50,309</u>	<u>50,309</u>
At 31 December 2019	<u>31,594</u>	<u>31,594</u>

9 Debtors

	2020	2019
	£	£
Trade debtors	2,543	-
Prepayments and accrued income	21,546	17,206
	<u>24,089</u>	<u>17,206</u>

10 Cash at Bank and in Hand

	2020	2019
	£	£
Bank operating accounts	64,969	67,034
Bank deposits	160,039	147,108
Petty cash	1,112	627
	<u>226,120</u>	<u>214,769</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

11 Creditors: liabilities falling due within one year

	2020	2019
	£	£
Trade Creditors	1,034	-
Accruals	3,380	6,482
Deferred Income	2,871	2,078
Other creditors	3,062	5,731
	<u>10,346</u>	<u>14,292</u>

Deferred income represents income received in advance for events and conferences that did take place until after the year-end.

12 Pension commitments

The Church Workers Pension Fund (CWPF)

The PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, which comprises a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

As previously mentioned, the Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The Scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2020: £8,244, 2019: £10,465).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the Scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

13 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2020 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfers in the year 2020 £	Closing balance 2020 £
<i>Designated Funds</i>					
Richmond in Bloom grant fund	-	250	(250)	-	-
<i>Unrestricted general funds</i>	194,558	634,369	(591,474)	-	237,453
Total Unrestricted Funds	194,558	634,619	(591,724)	-	237,453
<i>Restricted Funds</i>					
Building Fund	-	-	-	52,719	52,719
Fairlight House	52,719	-	-	(52,719)	-
School Mentoring	2,000	(2,000)	-	-	-
Hardship fund	-	10,111	(10,111)	-	-
	54,719	8,111	(10,111)	-	52,719
Aggregate of funds	249,277	642,730	(601,835)	-	290,172

During the year Fairlight House was sold to someone else and plans to purchase part of that property had to be abandoned. Donors to the Fairlight House fund were contacted and, with their agreement, the balance on the fund was transferred to a new Building fund (see below).

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	Unrestricted general funds £	Restricted funds £	2020 £
Tangible fixed assets	50,309	-	50,309
Debtors	24,089	-	24,089
Cash at bank and in hand	173,401	52,719	226,120
Creditors falling due within one year	(10,346)	-	(10,346)
	237,453	52,719	290,172

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2019 £	Incoming resources 2019 £	Outgoing resources 2019 £	Transfers in the year 2019 £	Closing balance 2019 £
<i>Restricted Funds</i>					
Fairlight House	48,511	5,208	-	(1,000)	52,719
School Mentoring	2,000	-	-	-	2,000
Mission Giving	-	3,637	(3,637)	-	-
	50,511	8,845	(3,637)	(1,000)	54,719
<i>Unrestricted funds</i>	160,344	659,802	(626,589)	1,000	194,558
Aggregate of funds	210,855	668,648	(630,226)	-	249,277

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

13 Funds continued

Analysis of net assets by fund

In the previous year, the assets and liabilities of the various funds were as follows:

	Unrestricted general funds £	Restricted funds £	2019 £
Tangible fixed assets	31,594	-	31,594
Debtors	17,206	-	17,206
Cash at bank and in hand	160,050	54,719	214,769
Creditors falling due within one year	(14,292)	-	(14,292)
	<u>194,558</u>	<u>54,719</u>	<u>249,277</u>

Restricted funds

The **Building** fund was created from donations received to help meet the cost of renovations to church property.

The **Fairlight House** fund was created from donations received to help purchase part of Fairlight House, a nearby property.

The **School Mentoring** fund was created from donations received to help fund a program for mentoring young people at local schools within the parish. This money was never used and so was returned.

The **Hardship** fund was created as a response to COVID-19 from donations received to help those facing financial hardship and those suffering physically or psychologically.

14 Operating lease commitments

The charity has an operating lease for residential property used by clergy. The minimum amount payable (until the next break clause and ignoring the potential effect of future rent reviews) in respect of this lease is as follows:

	2020 £	2019 £
Payments falling due:		
Within one year	27,600	27,600
Between one and five years	<u>16,100</u>	<u>43,700</u>
	<u>43,700</u>	<u>71,300</u>

During the year the charity was charged £27,600 (2019: £4,600) for its operating lease.

15 Transactions with related parties

During the year the PCC:

- received donations totalling £90,778 (2019: £94,730) from related parties (which includes members of the PCC, any other members of key management and anyone closely connected to them).
- paid grants totalling £3,600 (2019: £3,600) to a charity called Room for Work; two members of the PCC (Robin Bell and Garth Watkins) are closely involved in the running of that charity. The PCC also gave Room for Work rent free use of church premises for a total of 72 hours (2019: 92 hours).
- paid employment benefits totalling £1,377 (2019: £1,428) to a close relative of Susan Catcheside, who is a member of the PCC.
- Daniel Bates, who is a member of the PCC, has an interest in a business that rented rooms in one of the PCC's properties. This business was charged £1,135 (2019: £nil) for the use of these rooms and the PCC was owed £1,135 (2019: £nil) by this business at the year-end. The business was charged rent on the same terms as other hirers.

Except for the reimbursement of expenses incurred when acting as agent, or incurred when undertaking duties associated with serving as clergy, no expenses were paid to (or for) members of the PCC.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST HAMPTON WICK

DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds				Unrestricted funds			
		General funds	Designated funds	Restricted funds	Total	General funds	Designated funds	Restricted funds	Total
		2020	2020	2020	2020	2019	2019	2019	2019
		£	£	£	£	£	£	£	£
INCOME FROM:									
Donations	3	609,472	250	8,111	617,833	597,188	-	8,845	606,033
Charitable activities	4	5,585	-	-	5,585	30,930	-	-	30,930
Other trading activities	5	18,381	-	-	18,381	30,675	-	-	30,675
Investments		931	-	-	931	1,010	-	-	1,010
Total income		634,369	250	8,111	642,730	659,803	-	8,845	668,648
EXPENDITURE ON:									
Charitable activities:	6	591,474	250	10,111	601,835	626,589	-	3,637	630,226
Total Expenditure		591,474	250	10,111	601,835	626,589	-	3,637	630,226
Net income/(expenditure)		42,895	-	(2,000)	40,895	33,214	-	5,208	38,422
Transfers between funds	13	-	-	-	-	1,000	-	(1,000)	-
Net movement in funds		42,895	-	(2,000)	40,895	34,214	-	4,208	38,422
Reconciliation of funds:									
Total funds brought forward		194,558	-	54,719	249,277	160,344	-	50,511	210,855
Total funds carried forward	13	237,453	-	52,719	290,172	194,558	-	54,719	249,277