

# **Parochial Church Council St. Catharine's, Houghton**

**Annual Report and Financial Statements**  
for the year ended 31 December 2022

(registered as a charity in England and Wales: number 1196545)

# **Parochial Church Council St. Catharine's, Houghton**

## **Contents**

|   | <b>Page</b> |
|---|-------------|
| Legal and administrative information    | 3           |
| Trustees' report                        | 4 - 5       |
| Independent examiners report            | 6           |
| Statement of trustees' responsibilities | 7           |
| Statement of comprehensive income       | 8           |
| Statement of changes in reserves        | 8           |
| Statement of financial position         | 9           |
| Notes to the financial statements       | 10 - 12     |

# Parochial Church Council St. Catharine's, Houghton

## Legal and administrative information

For the year ended 31 December 2022

**Charities registration number:** 1196545 (England and Wales)

**Foundation date:** 2 January 1957

**Governing document:** Parochial Church Council Powers Measure (1956) as amended, and Church Representation Rules that came into force on 2 January 1957

**Registered address:** St. Catharine's Church,  
Main Street,  
Houghton-on-the Hill, Leicestershire  
LE7 9GB

**Website:** <https://www.stcatharineschurch.co.uk/>

**Contact:** Team Vicar 0116 2416895 or 07977298838

**Current trustees:**

| Name               | Date appointed    |
|--------------------|-------------------|
| Reverend S Ransley | 1 June 2019       |
| M J Evans          | 20 November 2020  |
| P A Jackson        | 14 September 2023 |
| I E Oldham         | 20 November 2020  |
| R W B Morrison     | 22 October 2020   |
| D Shaw             | 12 January 2023   |
| M Welsh            | 17 May 2023       |

**Bankers:** National Westminster Bank plc  
1 Granby Street  
Leicester, LE1 6EJ

**Independent examiner:** P.S. Collins BSc FCA  
5 Weare Close  
Billesdon, Leicestershire  
LE7 9DY

# Parochial Church Council St. Catharine's, Houghton

## Trustees' Report

For the year ended 31 December 2022

The Trustees present their Annual Report and the financial statements for the year to 31 December 2022. The governing document of the charity is the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules that came into force on 2<sup>nd</sup> January 1957. It is registered as a charity under Charity Commission reference number 1196545. The Charity is currently managed by seven trustees.

The trustees confirm that the accounts comply with current statutory requirements and with the governing document.

### Organisation

St Catharine's Church is a church for the people of Houghton-on-the-Hill in Leicestershire. We are part of the Church of England and follow Jesus in the Anglican way. We are a community of imperfect people from all kinds of backgrounds united by Jesus Christ, seeking to live our lives for him and make a difference to those around us.

### Charitable objects

The objective of the charity is to promote in the ecclesiastical parish the whole mission of the church. There have been no changes during the year to the charity's objectives or to the policies adopted in order to achieve those objectives.

### Risk management

The trustees understand that they have a duty to identify and review the risks to which the charity is exposed, and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The charity's capital is principally held in bank accounts which the trustees regularly monitor.

### Reserves

It is the policy of the charity to maintain a balance of unrestricted funds equal to at least 9 months unrestricted expenditure. As at 31 December 2022, the ratio was only marginally lower at 8.9 months:

|                                      | 2022       | 2021       |
|--------------------------------------|------------|------------|
| Unrestricted funds (see page 9)      | £58,070    | £73,441    |
| Expenditure                          | £78,075    | £91,474    |
| Funds held as a ratio of expenditure | 8.9 months | 9.6 months |

# Parochial Church Council St. Catharine's, Houghton

## Trustees' Report (continued)

For the year ended 31 December 2022

### Review of the year

Income of the trust continues to be derived from donations, rental income and grants.

Income for the year totaled £68,916 (2021: £107,913), a year-on-year decrease of 36%. Regular giving income, including gift aid, was in line with last year, but grant income was £32,202 lower.

Expenditure for the year totaled £83,776 (2021: £132,265), of which the Parish Share was £38,880 (2021: £32,400) and the youth worker cost £26,625 (2021: £29,768). The overall reduction in expenditure was mainly due to £52,798 of spend on building restoration and re-ordering in 2021 not being repeated in 2022.

Overall, a net deficit of £16,032 was reported for the year (2021: deficit of £23,207).

Net assets, principally being cash at bank, totaled £92,298 as of 31 December 2022 (2021: £108,330).

### Trustees

The following served as trustees during the period from 1 January 2022 up to the date of signing of these financial statements on 20 August 2024, serving throughout the whole period unless otherwise stated:

#### *Current as at 20 August 2024*

Reverend S Ransley

M J Evans

P A Jackson (appointed 14 September 2023)

I E Oldham

R W B Morrison

D Shaw (appointed 12 January 2023)

M Welsh (appointed 17 May 2023)

#### *Resigned since 1 January 2022*

H Brown (resigned 4 April 2022)

C Evans (appointed 25 April 2022, resigned 1 April 2024)

Professor A M Fry (resigned 1 April 2024)

B Gilford (resigned 1 January 2022)

R Hunt (resigned 25 April 2023)

T Moore (resigned 25 April 2022)

S Noble (appointed 25 April 2022, resigned 28 September 2023)

B Scase (resigned 1 February 2022)

M Scase (resigned 1 February 2022)

As noted above, certain trustees at the date of this report, including the Treasurer, were not appointed until after 31 December 2022. The current Treasurer, P A Jackson, did not therefore have oversight of the numbers behind these financial statements at the time that they were produced in 2022.

On behalf of the Trustees



P A Jackson - Trustee

20<sup>th</sup> August 2024

# **Independent examiners report to the Trustees of the Parochial Church Council St. Catharine's, Houghton**

I report on the annual financial statements of the Parochial Church Council St. Catharine's, Houghton ("The Charity"), for the year ended 31 December 2022, which are set out on pages 8 to 12.

## **Respective responsibilities of trustees and examiners**

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

It is my responsibility as examiner to:

- Examine the financial statements under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

## **Basis of independent examiners' report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statements below.

## **Independent Examiners Statement**

I have completed my examination. In connection with my examination, except as noted below, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

It should be noted however that, due to various changes to Treasurer during the past couple of years, not all paperwork, such as purchase invoices, was made available for my inspection.

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



**Paul Collins BSc FCA**  
Independent Accountant  
5 Weare Close, Billesdon, Leicestershire LE7 9DY

20<sup>th</sup> August 2024

# Parochial Church Council St. Catharine's, Houghton

## Statement of trustees' responsibilities

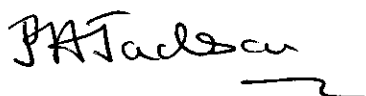
The charity's trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, and the provisions of the charity's constitution, requires the charity's trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities – Statement of Recommended Practice ("SORP").
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

On behalf of the Trustees



P A Jackson - Trustee

20<sup>th</sup> August 2024

# Parochial Church Council St. Catharine's, Houghton

## Statement of comprehensive income

For the year ended 31 December 2022

|   | 2022<br>£              | 2022<br>£           | 2022<br>£                     | 2021<br>£              |
|---|------------------------|---------------------|-------------------------------|------------------------|
|   | Unrestricted           | Restricted          | Total                         | Total                  |
| <b>Income (note 1)</b>  |                        |                     |                               |                        |
| Income from church activities (note 3)                                | 62,461                 | 5,527               | <b>67,988</b>                 | 107,676                |
| Investment income   | 243                    | 685                 | <b>928</b>                    | 237                    |
|   | <u>62,704</u>          | <u>6,212</u>        | <u><b>68,916</b></u>          | <u>107,913</u>         |
| <b>Expenditure (note 4)</b>   |                        |                     |                               |                        |
| Unrestricted  | 78,075                 | 5,701               | <b>83,776</b>                 | 132,265                |
| Restricted  | <u>78,075</u>          | <u>-</u>            | <u><b>78,075</b></u>          | <u>91,474</u>          |
|   | <u>-</u>               | <u>5,701</u>        | <u><b>5,701</b></u>           | <u>40,791</u>          |
| <b>Surplus/(deficit) from activities</b>                              | <u>(15,371)</u>        | <u>511</u>          | <u><b>(14,860)</b></u>        | <u>(24,352)</u>        |
| Surplus/(deficit) on revaluation of investments (restricted) – note 2 | -                      | (1,172)             | <b>(1,172)</b>                | 1,145                  |
| <b>Total (deficit) for the year</b>                                   | <u><u>(15,371)</u></u> | <u><u>(661)</u></u> | <u><u><b>(16,032)</b></u></u> | <u><u>(23,207)</u></u> |

# Parochial Church Council St. Catharine's, Houghton

## Statement of changes in reserves

For the year ended 31 December 2022

|                                      | Unrestricted<br>£    | Restricted<br>£      | Total reserves<br>£         |
|--------------------------------------|----------------------|----------------------|-----------------------------|
| <b>As at 1 January 2021</b>          | 97,888               | 33,649               | <b>131,537</b>              |
| Total surplus/(deficit) for the year | <u>(24,447)</u>      | <u>1,240</u>         | <u><b>(23,207)</b></u>      |
| <b>As at 31 December 2021</b>        | 73,441               | 34,889               | <b>108,330</b>              |
| Total surplus/(deficit) for the year | <u>(15,371)</u>      | <u>(661)</u>         | <u><b>(16,032)</b></u>      |
| <b>As at 31 December 2022</b>        | <u><u>58,070</u></u> | <u><u>34,228</u></u> | <u><u><b>92,298</b></u></u> |



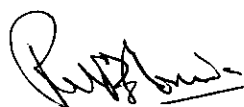
# Parochial Church Council St. Catharine's, Houghton

## Statement of financial position

As at 31 December 2022

|  |                      | 2022<br>£     | 2021<br>£      | 2020<br>£      |
|--|----------------------|---------------|----------------|----------------|
| <b>Fixed asset investments (see note 2)</b>          | <b>Reserves note</b> |               |                |                |
| Fixed interest fund, Central Board of Finance        | Unrestricted         | 2,899         | 2,899          | 2,899          |
| Central Board of Finance COIF repair account         | Restricted           | 8,142         | 9,214          | 8,069          |
|  |                      | <b>11,041</b> | <b>12,113</b>  | <b>10,968</b>  |
| <b>Current assets: Cash and cash equivalents</b>     |                      |               |                |                |
| Nat West General account                             | Unrestricted         | 33,487        | 41,469         | 67,730         |
| Nat West number 2 account                            | Unrestricted         | 555           | 8,218          | 6,416          |
| Central Board of Finance ordinary account            | Unrestricted         | 21,129        | 20,855         | 20,843         |
| Central Board of Finance restoration deposit account | Restricted           | 26,086        | 25,675         | 25,580         |
| <b>Net current assets</b>                            |                      | <b>81,257</b> | <b>96,217</b>  | <b>120,569</b> |
| <b>Net assets</b>                                    |                      | <b>92,298</b> | <b>108,330</b> | <b>131,537</b> |
| <b>Reserves allocation (see page 8)</b>              |                      |               |                |                |
| Unrestricted   |                      | 58,070        | 73,441         | 97,888         |
| Restricted   |                      | 34,228        | 34,889         | 33,649         |
| <b>Total reserves</b>                                |                      | <b>92,298</b> | <b>108,330</b> | <b>131,537</b> |

These financial statements, including the notes on pages 10-12, were approved by the trustees and authorised for issue on 20<sup>th</sup> August 2024, and are signed on their behalf by:



R W B Morrison  
Trustee



P A Jackson  
Trustee

Charities number: 1196545

# **Parochial Church Council St. Catharine's, Houghton**

## **Notes to the Financial Statements**

**For the year ended 31 December 2022**

### **1 Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16<sup>th</sup> July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1<sup>st</sup> January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'.

#### **Going concern**

The charity's forecasts and projections show that the charity should be able to operate within the level of its current cash reserves. After making enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

#### **Income and expenditure**

Income represents donations (together with income tax repayable in respect of tax deducted at source), grants, income from Investments and interest on deposits are included in the financial statements when credited or due to be received.

Expenditure is included in the financial statements on a cash basis when paid.

#### **Reserves**

Funds specifically received for projects and schemes (i.e. giving for a specific cause), principally repairs and restoration, are deemed to be restricted. All other funds are unrestricted and are available for the general purposes of the charity.

# Parochial Church Council St. Catharine's, Houghton

## Notes to the Financial Statements (continued)

For the year ended 31 December 2022

### 2 Fixed asset investments

Investments are stated at their open market value, based on middle market prices, with revaluation surpluses and deficits put through the Statement of Comprehensive Income. No open market value of the Fixed Interest Fund has been obtained since 2020, but values are not expected to be materially different to those disclosed below:

|   | £<br>2022    | £<br>2021    |
|---|--------------|--------------|
| <b>1,831 Shares in the Fixed Interest Fund at the CCLA Central Board of Finance</b> |              |              |
| At 1 <sup>st</sup> January 2022   | 2,899        | 2,899        |
| Revaluation   | -            | -            |
| <b>At 31<sup>st</sup> December 2022</b>   | <b>2,899</b> | <b>2,899</b> |
| <b>448 Shares in the COIF Charity Investment Fund</b>                               |              |              |
| At 1 <sup>st</sup> January 2022   | 9,214        | 8,069        |
| Revaluation   | (1,172)      | 1,145        |
| <b>At 31<sup>st</sup> December 2022</b>   | <b>8,142</b> | <b>9,214</b> |
| <b>COIF Charity Investment Fund Share prices (mid-market)</b>                       |              |              |
| At 1 <sup>st</sup> January 2022   | £20.57       | £18.01       |
| At 31 <sup>st</sup> December 2022   | £18.17       | £20.57       |

### 3 Income from church activities: analysis

|                          | £<br>2022     | £<br>2021      |
|--------------------------|---------------|----------------|
| <b>Income</b>            |               |                |
| Regular giving           | 49,321        | 49,217         |
| Donations                | 1,737         | 4,105          |
| Funeral and wedding fees | 6,188         | 4,391          |
| Grants received          | 5,000         | 37,202         |
| Rents received           | 4,294         | 2,147          |
| Other income             | 1,448         | 10,614         |
| <b>Total income</b>      | <b>67,988</b> | <b>107,676</b> |
| <b>Unrestricted</b>      | <b>62,461</b> | <b>66,790</b>  |
| <b>Restricted</b>        | <b>5,527</b>  | <b>40,886</b>  |
| <b>Total income</b>      | <b>67,988</b> | <b>107,676</b> |

# Parochial Church Council St. Catharine's, Houghton

## Notes to the Financial Statements (continued)

For the year ended 31 December 2022

### 4 Expenditure: analysis

|                                    | £             | £              |
|------------------------------------|---------------|----------------|
|                                    | 2022          | 2021           |
| Church activities – parish share   | 38,880        | 32,400         |
| Children and youth worker expenses | 26,625        | 29,768         |
| Utilities and insurance            | 6,664         | 5,052          |
| Mission and outreach               | 1,591         | 4,358          |
| Restoration and re-ordering        | -             | 52,698         |
| Other expenditure                  | 10,016        | 7,989          |
| <b>Total expenditure</b>           | <b>83,776</b> | <b>132,265</b> |
| Unrestricted                       | 78,075        | 91,474         |
| Restricted                         | 5,701         | 40,791         |
| <b>Total expenditure</b>           | <b>83,776</b> | <b>132,265</b> |