

Scottish Charity No: SC017966

St Peter's Episcopal Church, Inverkeithing

**Annual Report and Accounts
For the year ended
30 September 2024**

St Peter's Episcopal Church, Inverkeithing
Annual Report and Accounts for the year ended 30 September 2024

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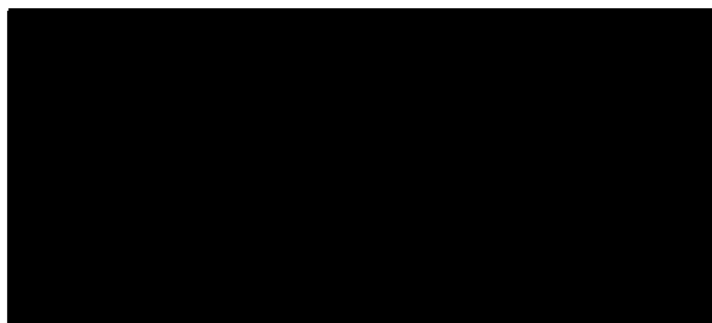
St Peter's Episcopal Church, Inverkeithing
Annual Report and Accounts for the year ended 30 September 2024

Reference and Administrative Information

Charity name and address 3 Greenmount Road South
Burntisland
KY3 9JJ

Scottish Charity Number SC017966

Charity trustees




Ministry Team



Bankers Royal Bank of Scotland

Independent Examiner


Haines Watts Business Advisors and Accountants
Viewforth House
189 Nicol Street
Kirkcaldy
KY1 1PF

St Peter's Episcopal Church, Inverkeithing
Report of the Vestry (Trustees' Report)
Year ended 30 September 2024

Charitable objective

The principal objective is to organise services for public worship according to the Bible and to encourage prayer, Bible reading and other related activities to the propagation and nurture of Christian faith and life.

Structure and Governance

The congregation is constituted under the Canons of the Episcopal Church and its affairs are conducted according to the 2013 Constitution: i.e. to manage and safeguard the assets of the Church and assist the Rector in matters affecting the spiritual welfare of the congregation. If the Rector retires then the Vestry as a whole will constitute the leadership of the church.

The Vestry is responsible for managing and safeguarding the assets of the Church and leading the church in matters affecting the spiritual welfare of the congregation. They are also responsible for keeping proper accounting records and ensuring that the Accounts are prepared in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Vestry regularly considers the risks faced by St Peter's and ensures that appropriate risk management procedures are in place to mitigate those risks.

Appointment of Vestry Members

All members of the Vestry are the Charity Trustees of St Peter's Episcopal Church.

The Vestry members are elected by members of the congregation at the Annual General Meeting. Vestry Members serve for a term of one year and are eligible for re-election. The Rector and Priest in Charge of the congregation chairs the Annual General Meeting and is ex officio a member of the Vestry. In the case of the Rector retiring the AGM will be chaired by an appointed representative of the Vestry. The Independent Examiner is also elected at the Annual General Meeting.

[REDACTED]

The Vestry elects the Secretary and the Treasurer, and if either or both are not an elected Vestry member, that person is co-opted on to the Vestry. However, it is possible to have a non-vestry member who is Treasurer or Secretary.

Vestry Members :

[REDACTED]

Contact Addresses':

[REDACTED]

St Peter's Episcopal Church, Inverkeithing
Report of the Vestry (Trustees' Report)
Year ended 30 September 2024

Activities and Achievements

The Church continues to provide for worship each week on Sunday mornings and through other midweek services and events. St Peter's also is active in the wider community with such activities as Children Holiday Clubs, Youth Group, Men and Women's Groups and the running of courses such as Alpha Courses and Courses on the Christian Faith, to name a few.

St Peter's has continued to grow in the past year with regular new people visiting and attending our church services. A large part of St Peter's life is focused around two mid week events, the Connect Groups and the Prayer Meeting. An additional prayer meeting has been introduced on a Wednesday morning. There has been a special sense of God's blessing and presence in the midweek groups, and also in our Sunday morning services. A variety of speakers and leaders from within the congregation have demonstrated willingness to serve and bless the church in this way. Our priest in charge, Dean Norby retired at the end of July 2024 and we celebrated his ministry together with a thanksgiving service and meal together.

We meet at Inverkeithing High School which we rent to use on Sunday mornings. We continue to pray and seek God for a venue that we can use through the week for the various events we would like to do to reach out to the community.

Over this past year [REDACTED] was appointed as Lay Pastor and Chair of the Vestry in order to provide stability and continuity during the period in the lead up to and since the retirement of [REDACTED] at the end of July 2024. After carefully and prayerfully considering the linked charge with St Columus and St Serf's it was unanimously agreed by the Vestry not to pursue a renewal of this arrangement. The Vestry is now in the process of gathering information and prayerfully considering the next steps for the congregation as we look to the future.

Financial Review

A deficit of £1,018 (2023 - £24,732) has been recorded during this financial year on Unrestricted Income and Expenditure.

Reserves and investments

The Unrestricted General Reserve provides a reserve, in case of decline in income to maintain

1. Payment of St Peter's contribution towards the full stipend and staff salaries and continuing Scottish Episcopal public worship services and mission;
2. Funds for a contribution towards provision of (i) a Rectory by the ABI Group and (ii) development of St Peter's own building

Details of the reserve are outlined in the Note 9 to the Accounts.

Monies for income towards stipend and for longer term use are invested in the Scottish Episcopal Church Unit Trust Pool (UTP) administered by [REDACTED]. The investment policy of the UTP is to earn a return of the assets over the long term. Subject to the need to avoid long term erosion of capital, it pursues a progressive distribution policy. Distributions are made twice a year. The UTP has developed an ethical investment policy, which accords with that of the Vestry

St Peter's Episcopal Church, Inverkeithing
Year ended 30 September 2024

Independent Examiners Report to the Vestry of St Peter's Episcopal Church, Inverkeithing

I report on the financial statements of the Church for the year ended 30 September 2024 which are set out on pages 5 to 9.

Respective Responsibilities of Trustees and Examiner

The Church's Trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006 (as amended). The Church's Trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the Accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the Church and comparisons of the Accounts presented with those records. It also includes consideration of any unusual items or disclosure in the Accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the Accounts.

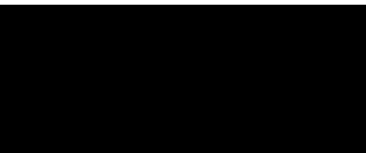
Independent Examiner's Statements

In course of my examination, no matter has come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 act and Regulation 4 of the 2006 Accounts Regulations (as amended), and
 - to prepare Accounts which accord with the accounting records and comply with regulation 9 of the 2006 Accounts Regulations (as amended)

have not been met, or

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



MA Hons (CA)
Haines Watts
Business Advisors and Accountants
Viewforth House
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KY1 1PF

21/03/2025

St Peter's Episcopal Church, Inverkeithing
Receipts and Payments Accounts for the Year Ended 30 September 2024

	Notes	Unrestricted fund		Restricted funds			Total 2024	Total 2023
		General fund £	Youth fund £	Dean and Elizabeth £	Hearing system £	Turkey appeal £	£	£
Receipts								
Donations	2	92,324	1,280	1,960	200	-	95,764	83,288
Receipts from investments other than land & buildings	3	1,329	-	-	-	-	1,329	1,306
Grants	4	-	-	-	-	-	-	-
Proceeds from sale of investments		24,849	-	-	-	-	24,849	-
Total Receipts		118,502	1,280	1,960	200	-	121,942	84,594
Payments								
Payments relating to charitable activities	5	113,399	821	1,960	200	20	116,400	101,904
Donations relating directly to charitable activities	6	6,200	-	-	-	-	6,200	7,050
Governance costs		360	-	-	-	-	360	372
Total Payments		119,959	821	1,960	200	20	122,960	109,326
(Deficit)/Surplus for the year		(1,457)	459	-	-	(20)	(1,018)	(24,732)

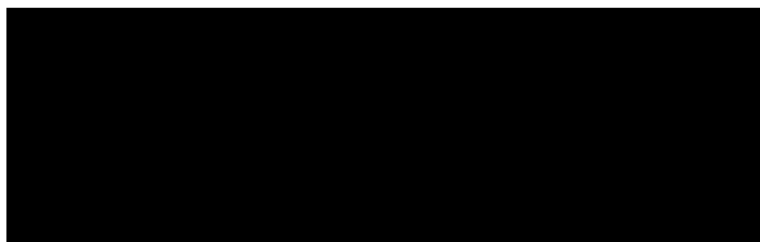
St Peter's Episcopal Church, Inverkeithing
Statement of Balances as at 30 September 2024

	Unrestricted £	Restricted £	Total Funds £	2023 £
<i>Cash at bank & in hand</i>				
Balance at beginning of year	51,258	1,250	52,508	77,240
Surplus/(deficit) for the year	(1,457)	439	(1,018)	(24,732)
Transfers between funds	-	-	-	-
<i>Total Cash Funds at end of year</i>	49,801	1,689	51,490	52,508
<i>Investments</i>				
Market value at beginning of year	23,957	-	23,957	22,720
Transfers	-	-	-	-
Disposal proceeds	(24,849)	-	(24,849)	-
Unrealised gains in year	892	-	892	1,237
<i>Market value at end of year</i>	-	-	-	23,957
<i>Fund Balances (Cash & Investments)</i>				
At beginning of year	75,215	1,250	76,465	99,960
Cash deficit for year	(1,457)	439	(1,018)	(24,732)
Movement in investments	892	-	892	1,237
Transfers	(24,849)	-	(24,849)	-
<i>At end of year</i>	49,801	1,689	51,490	76,465
<i>Other Assets and Liabilities - for Information only</i>				
<i>Liabilities</i>				
Independent examiner's fee	360	-	360	360

06/12/2024

Approved by the Vestry on

and signed on their behalf by



St Peter's Episcopal Church, Inverkeithing
Year ended 30 September 2024

Notes to the Accounts

1. Accounting policies

Basis of Preparation

The accounts have been prepared on a receipts and payments basis. They consist of a summary of all monies received and paid via the bank and in cash by the church during the financial year, along with a statement of balances. No adjustments have been made for any income balances. No adjustments have been made for any income incurred but not yet paid at the year end. Fixed assets are not capitalised.

Restricted Funds

The youth fund is specifically for expenditure on youth activities.
The youth pastor fund is specifically held to support a new youth pastor in the future. The turkey relief fund was distributed during the year.

Joint Costs

St Peter's is a member of All Souls Fife, comprising the Episcopal Churches in Aberdour, Burntisland and Inverkeithing. A formal agreement states that each Church is responsible for meeting their share of the costs of administering All Souls Fife. These costs include the costs of the clergy; including their travel, pension and accommodation, together with the associated administrative costs and costs of salaried staff. The contribution paid by St Peter's this year amounted to £70,920 (2023 - £74,614)

Church Buildings

The church is not shown in the statement of balances. The Trustees believe that it is not possible to place a market value on them. The valuation of the buildings for insurance purposes is £1,311,161 (2023 - £1,157,764).

Special collections

During the year, the church made one special collection to Mary's Meals. These funds were banked and the total collected paid over to the respective charity. Because the church was simply collecting the money on behalf of individual donors and forwarding it to the nominated charity, this income and expenditure is not included in these accounts as part of the income and expenditure of the church. Further details given in note 7.

St Peter's Episcopal Church, Inverkeithing
Year ended 30 September 2024

2. Donations

Unrestricted donations

Congregational giving

Gift Aid

For funerals

2024	2023
£	£
14,020	10,080
78,304	72,388
-	-
<u>92,324</u>	<u>82,468</u>

Restricted donations represents receipts specifically for charitable causes.

3. Receipts from investments other than land & buildings

These amounts represent bank interest received, and SEC unit trust pool income, all unrestricted sources.

4. Grant

Restricted receipts

Diocese grant for recovery and renewal

2024	2023
£	£
-	-
-	-

5. Payments relating to charitable activities

Unrestricted

Payments to ABI group

Quota

Salaries

Church building running costs

Worship-related costs

Administrative expenses

2024	2023
£	£
70,920	74,614
14,622	11,758
7,736	-
3,950	2,246
15,055	12,622
1,116	289
<u>113,399</u>	<u>101,529</u>

Restricted

Leaving gifts for retiring minister

Hearing audi system

Turkey appeal

youth fund gift

1,960	-
200	-
20	-
821	375
<u>3,001</u>	<u>375</u>

6. Donations

Mission gifts

2024	2023
£	£
6,200	7,050
<u>6,200</u>	<u>7,050</u>

7. Special Collections

During the year, the church made one special collection. These funds received were paid directly to the charity and are not shown in these accounts.

For information purposes, the amounts collected were as follows:

Mary's Meals

2024	2023
£	£
507	487
<u>507</u>	<u>487</u>

St Peter's Episcopal Church, Inverkeithing
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8. Remuneration and Expenses paid to Vestry Members

None of the Vestry members received any remuneration or expenses relating to their position as Vestry members. However, the Rector received stipends (and pension contributions) in accordance with the SEC approved stipendiary amounts for his post. Additionally, as is customary, the Rector also occupies, on a rent-free basis, the Rectory building and additional expenses including rates, council tax and travel expenses are covered.

9. Reconciliation of movement in funds

	Balance at 1 Oct 2023 £	Incoming Resources £	Resources Expended £	Movement in Investments £	Transfer between funds £	Balance at 30 Sept 2024 £
Unrestricted funds						
General Fund	75,215	118,502	(119,959)	(23,957)	-	49,801
	<u>75,215</u>	<u>118,502</u>	<u>(119,959)</u>	<u>(23,957)</u>	<u>-</u>	<u>49,801</u>
	£	£	£			£
Restricted Funds						
Youth pastor fund	600	-	-	-	-	600
Minsiter retirement		1,960	(1,960)			-
Hearing audio system		200	(200)			-
Youth Fund	630	1,280	(821)	-	-	1,089
turkey relief fund	20	-	(20)	-	-	-
	<u>1,250</u>	<u>3,440</u>	<u>(3,001)</u>	<u>-</u>	<u>-</u>	<u>1,689</u>
Total Funds	<u>76,465</u>	<u>121,942</u>	<u>(122,960)</u>	<u>(23,957)</u>	<u>-</u>	<u>51,490</u>