

# Chapter 5

## Receipts and Payments Accounting Example

### **ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 December 2016**

**The Parochial Church Council of St Emillion's  
Church, Barchester**

# The Parochial Church Council of St Emillion's Church, Barchester

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# **Example Trustees' Annual Report**

## **2016 Report and Accounts for the Parochial Church Council of St Emillion's Church, Barchester**

### **Aims and purposes**

St. Emillion's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Samuel Weller, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of St. Emillion's, The Green, Barchester.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Emillion. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Church of St. Emilion and the Church Centre Complex.

### **Achievements and Performance**

#### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, evening prayers provide a quiet, intimate and reflective environment for worship whilst opportunities are provided for people to engage in more outgoing worship such as that provided by the youth group within our parish.

This year we have been successful in welcoming more families into our church and have agreed a new style of Family Worship on the morning of the 3rd Sunday each month. This has meant that special arrangements have had to be made for baptisms and for welcoming the families at corporate worship on the 1st Sunday of each month. It is pleasing to be able to report that the new arrangements have been well received since they came into operation during September. They will be reviewed by the PCC after 12 months. In addition, a great deal of time and thought was spent during the year on making best use of the new services. Many have said how much easier it is to follow the services now that they are printed out in booklets.

All are welcome to attend our regular services. At present there are 173 parishioners on the Church Electoral Roll, 91 of whom are not resident within the parish. 18 names were added during the year and 9 were removed either through death or because they moved away from the parish. The average weekly attendance, counted during October, was 107, but this number increased at festivals and two Christmas carol services had to be held to seat all those who wished to attend.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of

the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping.

## **Deanery Synod**

Three members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church. This year the PCC has also focused its attention on the questions posed to parishes in the deanery about the most effective deployment of stipendiary and non-stipendiary clergy.

## **The Church Centre Complex**

We want our church to be open to our community for private prayer. Unfortunately, since the theft of valuable church artefacts from St. Augustus Church, in the neighbouring parish, we have felt unable to leave the church open at all times for private worship. We are however pleased that a rota of parishioners has enabled us to open the church at weekends and for all public holidays in the past year.

The state of the nave roof has been causing concern for some time. After many years, during which routine maintenance has been carried out, a detailed report on its condition will be prepared by the architect at the next routine inspection in April 2017. We have already anticipated the need for major structural renewal, and it is our policy to make provisions from general income in the hope that an urgent appeal can be avoided.

The kitchen in the Church Hall was refurbished during August and the new environment meets the stringent health and safety requirements and allows us to continue the old people's luncheon club on Saturdays. 18 people regularly attend at our luncheon club, 12 of whom are parishioners. We were particularly pleased to be able to extend the services of our club to the members of the Barchester Green Methodist Chapel luncheon club when the death of Alice Luther, the main organiser of that club forced its closure.

During the week the hall is used by our mothers and toddlers group on Wednesdays. Fifteen children and their carers have been regular attenders at the mother and toddler group. During the summer the group organised two outings including older siblings during the school holidays. In July, twenty children and their parents went for the day to Longleat and later in the holidays we had the hottest day of the year for our family outing to New Milton.

The crèche runs in the hall on Tuesday and Thursday mornings. There are 12 regular attenders at the crèche which is organised by Sally Pincent, the council's peripatetic childcare co-ordinator who runs crèches at our church as well as at St. Augustus on Mondays and Wednesdays. She has a rota of volunteers from the parish who help her all of whom have been CRB checked. The crèche had an OFSTED inspection during the year and passed with flying colours.

## **Pastoral Care**

Some members of our parish are unable to attend church due to sickness or age. Reverend Samuel Weller has visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital. Miss Finching has continued to organise a rota of volunteers to visit all who are sick or unable to get out for any other reason to keep them in touch with church life.

## **Mission and Evangelism**

Helping those in need is a demonstration of our faith. The Mission and Evangelism Committee is to be congratulated on its fund-raising efforts. £1,350 was raised for the Southern Africa Famine appeal. It is good that these efforts on behalf of others can be combined with opportunities for fellowship.

Our parish magazine is distributed quarterly to all parishioners on the Church Electoral Roll and available at the Church Hall. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus.

## **Ecumenical Relationships**

The church is a member of Churches Together in Barchester and of the Salisbury Interfaith Forum. We have held joint services on the fourth Sunday of every month with the Barchester Green Methodist Church and for the first time this year have joined with them both for our Lent courses and to run

an Alpha course in the autumn. The Alpha course has led a number of people to attend other church activities and services. We have also worked with Barchester Green Methodist Church and Millfield Baptist Church to deliver a flyer to every home in the town advertising the Christmas services of all three churches.

## **Financial Review**

Total receipts on unrestricted funds were £64,200 of which £42,000 was unrestricted voluntary donations, and a further £8,700 was from Gift Aid. Restricted donations of £5,800 were also received and are detailed in the Financial Statements. The freehold house at 36 Church Road continues to be let temporarily, which provided a gross income of £3,700.

The planned giving through envelopes and banker's orders increased by 8% and it was good to see the use of Gift Aid envelopes increased. Total income, including tax recovered but excluding the legacy, went up by only 3% compared with last year. This was partly due to the Christmas Bazaar not being held this year. We were grateful for a pecuniary legacy of £1,000 from the estate of Mrs Mary Rudge. £2,000 was set aside towards the cost of the much needed cleaning of the organ. The work was completed in time for Christmas.

£61,350 was spent from unrestricted funds to provide the Christian ministry from St. Emilion's Church, including the contribution to the diocesan parish share that increased by 12% in the year and largely provides the stipends and housing for the clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations. We have to find more of the sum at St. Emilion's as the size of our congregation increased more compared with other churches.

The net result for the year was an excess of receipts over payments of £2,750 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st December on unrestricted funds totalled £10,350 of which £5,300 has been set aside to meet the costs of cleaning and maintaining the church organ and is carried forward as a designated fund.

## **Reserves policy**

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £15,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £10,350 held on unrestricted (including designated) funds at the year end, together with the amounts payable to and by the PCC, was less than half of this target. It is the PCC's hope to increase this over time, as and when investment income recovers.

The balance of £17,050 in the Fabric restricted fund is retained towards meeting the cost of the nave roof repairs detailed above. It is our policy to invest £5,000 of our fund balances with the CCLA Church of England Deposit Fund, and the remainder in the CCLA Church of England Investment Fund.

## **Optional Information**

### **Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our churchwardens Mrs Allen and Mr Tapley who have worked so tirelessly on our behalf and Mrs Neckett who has helped us all to understand the church's accounts and its finances.

## **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Emillion's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All those who congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

The full PCC met six times during the year with an average level of attendance of 80%. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life.

These committees, which include worship, mission and outreach and fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

## **Administrative information**

St. Emillion's Church is situated in The Green, Barchester. It is part of the Diocese of Salisbury within the Church of England. The correspondence address is The Vicarage, Church Street, Barchester. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and a charity currently excepted from registration with the Charity Commission.

PCC members who have served at any time from 1st January 2016 until the date this report was approved are:

### **Ex Officio members:**

- Incumbent: The Reverend Samuel Weller (Chair)
- Reader: Mr Robert Sawyer
- Warden: Mrs Arabella Allen
- Warden: Mr Mark Tapley

### **Elected members:**

- Mr Frederick Trent representative on Deanery Synod
- Mr Peter Magnus Secretary, representative on Deanery Synod
- Mr John Fielding representative on Deanery Synod
- Miss Flora Finching (From 5th April 2016)
- Mrs Charlotte Neckett Treasurer
- Mr George Radfoot
- Miss Edith Granger
- Mrs Tilly Slowboy (Vice-Chair)
- Miss Emily Wardle (Until 5th April 2016)

- Mr Mark Walker
- Miss Emma Haredale
- Mr Julius Handford (Until 5th April 2016)
- Miss Elizabeth Hexham
- Mr Ralph Nickleby (From 5th April 2016)

Approved by the PCC on 8th March 2017 and signed on their behalf by the Reverend Samuel Weller  
(PCC chairman)

## RECEIPTS AND PAYMENTS ACCOUNTS

Parochial Church Council of St Emillion's Church, Barchester

Financial Statements for the Year Ended 31 December 2016

### Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2016 £	FUNDS 2015 £
<b>RECEIPTS</b>						
<b>Voluntary Receipts:</b>						
Planned giving		29,400	-	-	29,400	27,200
Collections at services		9,900	-	-	9,900	10,600
All other giving/voluntary receipts	5a	2,700	5,800	-	8,500	7,050
Gift Aid recovered		<u>8,700</u>	<u>-</u>	<u>-</u>	<u>8,700</u>	<u>8,300</u>
		50,700	5,800	-	56,500	53,150
<b>Activities for generating funds</b>	5b	3,500	-	-	3,500	4,250
<b>Investment income</b>	5c	4,600	950	-	5,550	5,300
<b>Church activities</b>	5d	<u>5,400</u>	<u>-</u>	<u>-</u>	<u>5,400</u>	<u>5,150</u>
<b>Total receipts</b>		<u>64,200</u>	<u>6,750</u>	<u>-</u>	<u>70,950</u>	<u>67,850</u>
<b>PAYMENTS</b>						
<b>Church activities:</b>						
Diocesan parish contribution		41,500	-	-	41,500	37,050
Clergy and staffing costs		1,900	-	-	1,900	1,800
Church running expenses	5e	13,700	1,850	-	15,550	15,250
Hall running costs		1,200	-	-	1,200	1,200
Mission giving and donations	5f	2,550	1,350	-	3,900	2,550
		60,850	3,200	-	64,050	57,850
<b>Costs of generating funds</b>		500	-	-	500	500
<b>Total payments</b>		<u>61,350</u>	<u>3,200</u>	<u>-</u>	<u>64,550</u>	<u>58,350</u>
<b>Excess of Receipts over Payments</b>		2,850	3,550	-	6,400	9,500
Transfers between funds	4	(100)	100	-	-	-
		2,750	3,650	-	6,400	9,500
Cash at bank and in hand at 1 January		7,600	13,400	-	21,000	11,500
Cash at bank and in hand at 31 December		<u>10,350</u>	<u>17,050</u>	<u>-</u>	<u>27,400</u>	<u>21,000</u>



## Statement of Assets and Liabilities

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2016 £	FUNDS 2015 £
<b>Cash Funds</b>						
Bank Current Account		300	-	-	300	350
Deposit Funds		10,050	17,050		27,100	20,650
		<u>10,350</u>	<u>17,050</u>	<u>-</u>	<u>27,400</u>	<u>21,000</u>
<b>Other Monetary Assets</b>						
Gift aid recoverable		2,240	-	-	2,240	-
<b>Investment Assets</b>						
Investment Fund shares at market value	3	-	-	20,000	20,000	19,500
<b>Assets retained for Church use</b>	2	<u>59,000</u>	<u>-</u>	<u>-</u>	<u>59,000</u>	<u>59,000</u>
<b>Liabilities</b>						
Organ cleaning/tune		6,200	-	-	6,200	-

### Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis
- Fixed assets retained for church use is the freehold house at 36 Church Street, purchased 5 November 1984, at cost.
- The Endowment fund, a donation in 1999 by R.H.Smith, has to be retained as a capital fund, but the income is for ordinary church purposes. It is invested in CCLA Church of England Investment fund shares.
- The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
<b>Designated</b>					-
Organ fund	3,300	-	-	2,000	5,300
<b>Restricted</b>					
Church fabric (inc tower)	13,400	5,050	1,400	-	17,050
Southern Africa Famine Appeal	-	1,350	1,350	-	-
Flower fund	-	350	450	100	-
	<u>13,400</u>	<u>6,750</u>	<u>3,200</u>	<u>100</u>	<u>17,050</u>

The transfer to the Organ fund was from ordinary unrestricted funds to meet the balance of the cleaning/tuning costs.

The Fabric fund represents accumulated donations and appeals for fabric maintenance, which can only be spent for that purpose.

The Southern Africa Famine Appeal represents funds raised by the Mission & Evangelism Committee to relieve poverty and hardship in the recent famine in Southern Africa.

The Flower fund represents a donation from a parishioner to be spent on Easter lilies in memory of her recently deceased mother.

The cost of the flowers is included in costs of services. A further £100 was designated from the general fund to meet the full cost of lilies.

## 5. Further Analysis of Receipts and Payments

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2016 £	FUNDS 2015 £
<b>Receipts</b>						
a)	<b>All other giving/voluntary receipts</b>					
	Donations	1,700	5,800	-	7,500	7,050
	Legacy	1,000	-	-	1,000	-
		<u>2,700</u>	<u>5,800</u>	<u>-</u>	<u>8,500</u>	<u>7,050</u>
b)	<b>Activities for generating funds:</b>					
	Parish magazine – advertising	1,100	-	-	1,100	1,050
	Summer fete and Christmas bazaar	2,400	-	-	2,400	2,500
	Rummage sales	-	-	-	-	700
		<u>3,500</u>	<u>-</u>	<u>-</u>	<u>3,500</u>	<u>4,250</u>
c)	<b>Investment income:</b>					
	Dividends on CBF Investment Funds	500	-	-	500	500
	Bank and CBF Deposit Fund interest	400	950	-	1,350	1,100
	Rent – temporary let on curates house	3,700	-	-	3,700	-
		<u>4,600</u>	<u>950</u>	<u>-</u>	<u>5,550</u>	<u>5,300</u>
d)	<b>Church activities:</b>					
	Fees for weddings and funerals	400	-	-	400	300
	Parish magazine income – sales	1,100	-	-	1,100	1,050
	Church Centre lettings – local community use	3,900	-	-	3,900	3,800
		<u>5,400</u>	<u>-</u>	<u>-</u>	<u>5,400</u>	<u>5,150</u>
<b>Payments</b>						
e)	<b>Church running expenses:</b>					
	Sunday School teacher training	1,000	-	-	1,000	-
	Organ inspection	-	-	-	-	150
	Cost of services	2,600	450	-	3,050	2,100
	Printing and Stationery	1,100	-	-	1,100	1,200
	Church building running expenses	4,700	-	-	4,700	4,800
	Parish magazine printing	1,800	-	-	1,800	1,800
	Church repairs and maintenance	2,500	1,400	-	3,900	5,200
		<u>13,700</u>	<u>1,850</u>	<u>-</u>	<u>15,550</u>	<u>15,250</u>
f)	<b>Mission Giving and Donations:</b>					
	CMS	1,200	-	-	1,200	1,200
	South Africa Famine Appeal	1,350	1,350	-	2,700	-
	Earthquake Appeal	-	-	-	-	1,350
		<u>2,550</u>	<u>1,350</u>	<u>-</u>	<u>3,900</u>	<u>2,550</u>