

Financial Statements

For the year ended 31 December 2017

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Charity Reference and Administrative Details

For the year ended 31 December 2017

Charity Name	The Parochial Council of the Ecclesiastical Parish of St Andrew, Stapleford
Other name the charity uses	Stapleford PCC
Registered Charity Number	1158492 Charity
Charity's principal address	The Vicarage 43 Mingle Lane Stapleford Cambridge CB22 5SY

St Andrew's Parochial Church Council

Names of the charity trustees who managed the charity during the year:

Trustee name	Office (if any)	Dates acted if not for whole year
Revd Dr Simon Taylor QC	PCC Chair	
Dr Felicity Cooke	Churchwarden	
Mrs Susan Brown	Churchwarden	
Mrs Judith Lee	Assistant Churchwarden	To April 2017
Mr Chris Cooper	Assistant Churchwarden	
Mrs Jacqui Watkins	Assistant Churchwarden	From April 2017
Mrs Jeannie Green	Secretary	
Mr Christopher Bow	Treasurer	From January 2017
Mr Rob Needle	Deanery Synod Rep PCC Vice Chair	
Mr Chris Everitt	Deanery Synod Rep	To April 2017
Mrs Lizzie Taylor	Deanery Synod Rep	From April 2017
Ms Lesley Ford		
Mrs Clare Kerr		
Mr Anand Pillai		
Mrs Valerie Powell		
Mr Oliver Challis		To April 2017
Mrs Margaret Hebden		To April 2017
Mrs Wendy Redgewell		To April 2017
Mr Alistair Macgregor		From April 2017
Mrs Eleanor Norman		From April 2017
Mrs Alice Rouse		From April 2017
Mrs Suzanne Watt		From April 2017

Name of chief executive or names of senior staff members (optional information)

Dr Felicity Cooke – Churchwarden Mrs Susan Brown – Churchwarden
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Report of the Trustees

For the year ended 31 December 2017

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

Stapleford PCC has the responsibility of working with the Parish Priest, the Revd Simon Taylor, to promote in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. (The priest in charge is the Revd Simon Talbott of St Mary the Virgin, Gt Shelford). The PCC has maintenance responsibilities for the Church of St Andrew, the Verger's Cottage and the Johnson Hall.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

The provision of religious services on a regular basis. The PCC is committed to enabling as many people as possible to worship at St Andrew's church and to become part of the church community, including offering special services at Easter, Harvest, Remembrance Sunday and Christmas. We offer baptism, marriage and funeral services as requested and in accordance with Ely Diocese instructions. Pastoral and spiritual support is offered to the whole community.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

In provision of these activities we are mindful of Christian teaching as well as the guidance issued by the Commission on public benefit. Thus activities undertaken by the church for individuals or groups of whatever age/religion/disability are open to all. We also work in partnership with the community to maintain the fabric of St Andrew's church.

Contribution made by volunteers

The Parish Priest of St Andrew's serves as 'House for Duty', receiving housing but no stipend from the Diocese, although the parish contributes its full ministry share to the Diocese. Members of the PCC and the congregation lead and support all activities on a voluntary basis, through a system of sub-committees of the PCC. Maintenance of the buildings and churchyard, worship and social events, pastoral work in the parish, and children's and youth work in the parish are all undertaken by volunteer members of the PCC and the church.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference which the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole

Worship and Prayer – the PCC offers a range of services and other worship opportunities during the week and in the course of the year. These are regularly three services on Sunday, including an All Age Service on the second Sunday of each month, which caters especially for families and young children, and Junior Church or Junior Messy Church on other Sundays. An informal service of the word is offered on the fourth Sunday evening of the month aimed at young people, but open to all, to which members from parishes throughout the deanery are invited. Special services take place according to the church calendar (e.g. Harvest Festival, St Andrew's Patronal Festival, Ash Wednesday). There is a regular weekday communion service once a week. In April 2017 there were 161 persons on the Electoral Roll, 83 of whom are not resident in the parish. The attendance on a 'normal' Sunday (as reported in the 2017 'Statistics for Mission) was calculated to be 91. Attendance increases considerably for major festivals (237 on Easter Day, and 355 on Christmas Eve/Christmas Day). During 2017; 7 funerals, 2 weddings and 3 baptisms were held at St Andrew's.

Deanery Synod – Three members of the PCC, including the parish priest, sit on the Deanery Synod, which provides the PCC with an important link between the parish and wider structures of the church. Discussion has been ongoing in the Deanery about pastoral organisation and ministry shares.

The church and the Johnson Hall/Verger's Cottage – the church is open 24 hours per day throughout the year. It is made available for community events, including concerts and services for the local (non-church) primary school. The PCC's Fabric Committee undertakes and commissions regular maintenance and upkeep, including the churchyard. Both church groups and community groups and local service businesses use the Johnson Hall. The Verger's Cottage provides office space for the parish, a local charitable trust, a youth initiative serving our own and three adjacent parishes, and a local holiday playscheme as well as housing our Junior Church. A weekly toddler group, supported by the church takes place in the Johnson Hall, as does the monthly Junior Messy Church.

Parish Magazine – the church publishes a monthly news and events magazine for the village of Stapleford, The Stapleford Messenger, which is available on subscription with copies delivered in the village and in local shops.

Youth Work – a paid church youth worker, Zachary Britton, works half time for the church and half time for the Shelfords and Stapleford Youth Initiative (SSYI).

The Children's Society – a partnership formed in November 2016 supports the work of the Society, promoting their campaigns and projects on behalf of vulnerable young people in the UK.

Link Committee – Together with the local community the church runs a Link Committee with the church of St Andrew's in Nachingwea, Tanzania. Of over 35 years' standing it is thought to be the longest running successful link committee in the UK. Fundraising events, including an autumn fair, concert and Open Garden event raised £11,468 in 2017. In 2017 the Link Committee sent funds for the provision of a Library in Nachingwea High School in co-operation with Read International and for blood pressure monitors and a neonatal oxygen concentrator for the local hospital. The committee continues to fund the education of girls in secondary school and in further education, and also provided funds for school uniforms, shoes and classroom equipment for the class of children with special needs. Three members of the Link Committee visited Nachingwea in 2017 to learn more about future needs.

Local relationships – St Andrew's works in collaboration with St Mary, Great Shelford, planning combined worship and social events.

Financial Review

Review of the charity's financial position at the end of the period

As illustrated in the financial statements on pages 11-20, the church's financial position continues to be maintained predominantly by regular giving and donations in addition to the income derived from the rental income provided by the Johnson Hall and the village magazine sales and advertising income.

Statement explaining the policy for holding reserves stating why they are held

Reserves are held where they arise from donations made in excess of annual expenditure for the purpose of future repairs and maintenance spend on the historic church building and to provide short-term relief at times when the church's annual income drops. Such reserves are also used to provide an annual interest stream through the use of longer-term investments.

The charity's principal sources of funds (including any fundraising)

Personal giving and fees gained for wedding and funeral services (charged in accordance with Ely Diocese procedures), with additional funding provided by rental income, income from the village magazine and interest on investments. A programme of fundraising events augments the church's funds but are primarily to aid other charities i.e. our link with St Andrew's Church, Nachingwea, Tanzania as well as a range of local, national and international aid charities.

Two Stapleford charities provide funds specifically for the long-term maintenance of the church fabric (see note 10).

Structure, Governance and Management

Description of charity's trusts:

Type of governing document

Parochial Church Powers Measure (1956) as amended, and Church Representation Rules that came into force on 2 January 1957.

How is the charity constituted?

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the parish priest, churchwardens, and members elected by members of the congregation who are on the electoral roll of the church. All church attenders 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 how the funds of the PCC are to be spent. There are up to two co-opted members of the PCC, for example the Treasurer. The full PCC meets six times during the year, and delegates some of its detailed work to committees for Fabric, Events and Johnson Hall.

The Standing Committee of the PCC has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The members are the chair, vice-chair, churchwardens, deputy churchwardens, treasurer and secretary.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

All members of the PCC are elected in accordance with the Church Representation Rules, save for the chair, who is the parish priest for the time being, and up to two co-opted members.

Trustees' responsibilities in relation to the financial statements

The Trustees are required by law to prepare financial statements for each financial year that give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements, the Trustees are required to:

- (a) select suitable accounting policies and apply them consistently
- b) make judgements and estimates that are reasonable and prudent
- (c) state whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which 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. 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.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full Name(s)	Dr Mary Felicity Cooke	Mrs Susan May Brown
Position	Churchwarden	Churchwarden
Date		

Independent examiner's report on the accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Parochial Church Council of St Andrews, Stapleford

**On accounts for the year
ended**

31 December 2017

**Charity no
(if any)**

1158492

Set out on pages

11 to 20

**Respective responsibilities
of trustees and examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 accounts, and seeking 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement In connection with my examination, no matter has come to my attention (other than that disclosed below *)

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

** Please delete the words in the brackets if they do not apply.*

Signed: Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

Section B Disclosure

Give here brief details of any items that the examiner wishes to disclose.

Statement of Financial Activities (including Income and Expenditure Account)

For the year ended 31 December 2017

	Notes	Unrestricted funds	Restricted funds	2017 Total	2016 Total
		£	£	£	£
Income from:					
Donations and legacies		57,093	34,570	91,663	66,840
Charitable activities		2,748	0	2,748	7,025
Other trading activities		24,949	0	24,949	24,079
Investments		3,688	0	3,688	3,290
Other		0	0	0	4,804
Total Income	2	88,478	34,570	123,048	106,038
Expenditure on:					
Raising funds		(17,695)	0	(17,695)	(17,354)
Charitable activities		(78,406)	(38,123)	(116,529)	(91,862)
Total Expenditure	3	(96,101)	(38,123)	(134,224)	(109,216)
Net gains on investments		7,138	0	7,138	5,413
Net Income/ Expenditure		(485)	(3,553)	(4,038)	2,235
Transfers between funds		(18,357)	18,357	0	0
Net movement in funds		(18,842)	14,804	(4,038)	2,235
Reconciliation of funds					
Total funds brought forward		168,069	(1,762)	166,307	164,072
Total funds carried forward		149,227	13,042	162,269	166,307

The statement of financial activities includes all gains and losses in the year. All income and expenditure derives from continuing activities.

The notes on pages 13 to 20 form part of these financial statements.

Balance Sheet**As at 31 December 2017**

	Notes	Unrestricted funds	Restricted funds	2017 Total	2016 Total
		£	£	£	£
Fixed assets					
Investments	4	96,008	0	96,008	88,869
Current assets					
Debtors	5	3,109	0	3,109	1,942
Cash at bank and in hand	6	58,352	13,042	71,394	90,635
Current liabilities					
Creditors: amounts falling due within one year	7	(8,242)	0	(8,242)	(15,139)
Net current assets		53,219	13,042	66,261	77,438
Total assets less current liabilities		149,227	13,042	162,269	166,307
Total net assets		149,227	13,042	162,269	166,307
The funds of the charity					
Restricted funds	10	0	13,042	13,042	(1,762)
Unrestricted funds					
Designated funds	10	23,449	0	23,449	20,640
General funds	10	125,778	0	125,778	147,429
		149,227	0	149,227	168,069
Total funds		149,227	13,042	162,269	166,307

The notes on pages 13 to 20 form part of these financial statements.

Approved by the Trustees on March 2018

Signature(s)		
Full Name(s)	Dr Mary Felicity Cooke	Mrs Susan May Brown
Position	Churchwarden	Churchwarden

Notes to the Financial Statements

For the year ended 31 December 2017

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

(a) Basis of preparation

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Statement of Recommended Practice for Accounting and Reporting by Charities (2015), the Financial Reporting Standard FRS 102 and relevant church accounting regulations.

The charity constitutes a public benefit entity as defined by FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from approving these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(c) Income

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Income is allocated as unrestricted and restricted in accordance with fund accounting rules.

The following specific policies are applied to particular categories of income:

- Income from donations and legacies includes grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Legacies are included in the Statement of Financial Activities when the charity becomes aware of its entitlement to the gift and the amount involved can be quantified.
- Income from investments is included when receivable.
- Income from other trading activities is accounted for when earned.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred, split between unrestricted and restricted funds.

Expenditure on raising funds comprises the costs associated with attracting donations and legacies and the costs of other trading activities.

- Expenditure on charitable activities comprises those costs incurred in the delivery of services to beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs are those associated with meeting the constitutional and statutory requirements of the charity including costs linked to the strategic management of the charity.
- Identifiable direct costs are allocated between expenditure categories of the Statement of Financial Activities on an actual basis, all other costs are allocated on a departmental 'head count' basis.

(e) Consecrated and benefice property

Consecrated and benefice property of any kind is excluded from the financial statements by Section 10 (2) (a) & (c) of the Charities Act 2011.

(f) Investments

Investments in quoted securities and property investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations throughout the year.

(g) Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(h) Taxation

The charity is exempt from corporation tax as surplus income and gains are applied for charitable purposes.

(i) Finance and operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period they are incurred. The charity has no finance leases at present.

2. Analysis of Income

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Donations and legacies:				
Donations and gifts	44,046	33,593	77,639	56,188
Gift aid & other tax recovered	13,047	977	14,024	10,652
Charitable activities:				
Fee income	2,748	0	2,748	7,025
Other trading activities:				
Hall hire	8,976	0	8,976	10,475
Magazine sales & advertising	14,161	0	14,161	13,604
Other income	1,812	0	1,812	4,804
Income from investments:				
Interest income	3,688	0	3,688	3,290
Total income	88,478	34,570	123,048	106,038

Please refer to Note 3 for associated costs.

3. Analysis of Expenditure

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Expenditure on raising funds:				
Magazine printing costs	11,029	0	11,029	10,325
Other trading activities - hall upkeep	6,371	0	6,371	6,845
Hall repairs & maintenance	295	0	295	184
Sub-total	17,695	0	17,695	17,354
Expenditure on charitable activities:				
Ministry share	30,203	0	30,203	32,735
Administrative costs	7,622	60	7,682	7,212
Utilities	3,347	0	3,347	3,131
Insurance	1,346	0	1,346	2,252
Repairs & maintenance	2,590	27,612	30,202	21,436
Events & entertaining	994	0	994	1,451
Missions & charities	3,905	10,451	14,356	11,496
Upkeep of services	819	0	819	563
Choir, robes & music	16,438	0	16,438	7,597
Youth work & education	11,142	0	11,142	3,989
Sub-total	78,406	38,123	116,529	91,862
Total expenditure	96,101	38,123	134,224	109,216

4 Fixed Asset Investments

Unrestricted	2017	2016
	£	£
CCLA share fund investment:		
At 1 January	67,653	61,230
Gains / (losses) on revaluation	6,331	6,423
Market value at 31 December	73,984	67,653
CCLA property fund investment:		
At 1 January	21,216	22,226
Gains / (losses) on revaluation	808	(1,010)
Market value at 31 December	22,024	21,216
Total market value of investments at 31 December	96,008	88,869

5. Debtors

	Unrestricted	Restricted	2017	2016
	£	£	£	£
Debtors	2,645	250	2,895	0
Prepayments	214	0	214	1,942
Total	2,859	250	3,109	1,942

6. Cash at bank and in hand

	Unrestricted	Restricted	2017	2016
	£	£	£	£
Cash at bank	58,352	13,042	71,394	90,635

7. Creditors: amounts falling due within one year

	Unrestricted	Restricted	2017	2016
	£	£	£	£
Creditors	2,199	0	2,199	0
Accruals	0	0	0	8,584
Deferred income	6,043	0	6,043	6,555
Total	8,242	0	8,242	15,139

8. Lease commitments

			2017	2016
			£	£
Total value of future photocopier rentals			3,064	4,332

9. Transactions with trustees and related parties

No trustee received any remuneration during the year (2016: Nil). Expenses amounting to £23 (2016: £75) were reimbursed to one trustee (2016: One).

There were no related party transactions (2016: None).

10. Funds

	1 January 2016	Movement during 2016	31 December 2016	Movement during 2017	31 December 2017
	£	£	£	£	£
Restricted funds:					
Estate fund	(4,702)	(8,570)	(13,272)	13,272	0
Nachingwea fund	11,184	(918)	10,266	2,481	12,747
Children's Society	0	1,244	1,244	(949)	295
Total Restricted funds	6,482	(8,244)	(1,762)	14,804	13,042
Unrestricted funds:					
Johnson Hall fund	17,194	3,446	20,640	2,809	23,449
General fund	62,869	7,033	69,902	(21,651)	48,251
Legacy fund	77,527	0	77,527	0	77,527
Total Unrestricted funds	157,590	10,479	168,069	(18,842)	149,227
Total funds	164,072	2,235	166,307	(4,038)	162,269

1. Restricted Funds**Estate Fund**

The Estate fund was established to fund major repairs to the church largely, but not exclusively, arising out of the quinquennial inspection. It is primarily supported by two Stapleford village charities which are independent of the PCC. The Feoffees charity regularly gives a proportion of its income each year; it gave £3,984 in 2017 (2016: £6,059). The Friends of Andrew's raises funds for the long-term maintenance of the church fabric. Any request from the PCC is considered by the trustees on its merit. £18,000 was received from this source in 2017 (2016: Nil).

The monies available in this fund were insufficient to meet the full cost of the recent quinquennial repair programme. £18,357 was transferred from the General Fund to meet the balance of the cost (2016: Nil).

Nachingwea Fund

The Nachingwea fund receives money from regular donations, specific appeals and fund-raising events. Its funds are applied in support of St Andrew's church in Nachingwea, Tanzania and its parishioners.

The Children's Society Fund

The Children's Society fund receives money from occasional events organised by the PCC. Any monies raised on behalf of the society in collection boxes or church services does not pass through this fund but is sent direct to the charity.

2. Unrestricted Funds

For administrative purposes, separate records are maintained but, in essence, these funds are collectively available to the PCC to utilise as it deems appropriate. The funds have not been designated for any particular purpose; the separate headings are a record of where the funds have been sourced.

Johnson Hall Fund

Profits/(losses) on the operation of the hall are accumulated in this fund and it is expected that they will be called upon first in the event of any maintenance costs.

Legacy Fund

The source of this fund was a significant legacy with no conditions attached. This fund constitutes the bulk of the PCC's investment portfolio which generates an income for general use.

General Fund

This fund receives its income primarily from member donations, the magazine and other routine parochial activities. It funds the day-to-day operations of the PCC and the diocesan share.

11. Analysis of net assets between funds

2017	Restricted			Unrestricted			Total
	Estate	Naching-wea	Children's Society	Johnson Hall	General	Legacy	
	£	£	£	£	£	£	£
Fixed assets							
Investments	0	0	0	0	18,481	77,527	96,008
Current assets							
Debtors	0	250	0	50	2,809	0	3,109
Cash at bank and in hand	0	12,497	295	23,435	35,167	0	71,394
Current liabilities							
Creditors: due within one year	0	0	0	(36)	(8,206)	0	(8,242)
Net assets	0	12,747	295	23,449	48,251	77,527	162,269

2016	Restricted			Unrestricted			Total
	Estate	Naching-wea	Children's Society	Johnson Hall	General	Legacy	
	£	£	£	£	£	£	£
Fixed assets							
Investments	0	0	0	0	11,342	77,527	88,869
Current assets							
Debtors	0	0	0	460	1,482	0	1,942
Cash at bank and in hand	(5,408)	10,266	1,244	20,180	64,353	0	90,635
Current liabilities							
Creditors: due within one year	(7,864)	0	0	0	(7,275)	0	(15,139)
Net assets	(13,272)	10,266	1,244	20,640	69,902	77,527	166,307