# ST THOMAS PCC ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31<sup>ST</sup> DECEMBER 2021

# YEAR ENDED 31 DECEMBER 2021

# **CONTENTS**

	Page
Annual Report	1-3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7-15

#### **ANNUAL REPORT**

# FOR THE YEAR ENDING 31 DECEMBER 2021

#### **Administrative Details**

St Thomas Church is situated in the parish of St Thomas, Exeter. The parish is part of the diocese of Exeter within the Church of England. The correspondence address is The Rectory, 49 Okehampton Road, Exeter EX4 1EL. The Parochial Church Council (PCC) is a charity and is in the process of registering with the Charity Commission.

Church Address:	St Thomas Parochial Church Council		
	54 Cowick Street		

EXETER EX4 1AP

Independent Examiner: Mr M B J Cronin MAAT FCIE

**Bowhill Bookkeeping Services** 

172 Newman Road

Exeter EX4 1PQ

The following served as members of the PCC from 1 January 2021 until the date this report was approved:

Team Rector: Rev'd Dr David Nixon (Chair)

Assistant Priest: Rev'd Alison Whiting

Team Curate: Rev'd Sarah Cumming

Reader: Mr Philip Baker

Wardens: Mr I Totterdell

**Deputy Wardens:** Mrs P Metford

Mrs J Farmer

Lay Vice Chair: Mr I Totterdell

Treasurer: Mr A Withers

Elected Members: Mr M LeFlemming

Dr J Morgan Mrs M Daunton Mrs J Farmer Mrs J Harris

Mr D Wright (resigned 16th May 2021)

Mrs C Bryant

Mrs J Thomas (Secretary)

Mrs J Southam (co-opted 28th May 2021)

Representatives on Deanery Synod: Mr P Baker

Mr A Withers

**Representative on Diocesan Synod**: Mr P Baker **PCC Secretary**: Mrs J Thomas

#### ANNUAL REPORT

#### FOR THE YEAR ENDING 31 DECEMBER 2021

# Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

#### **Objectives and Activities**

St Thomas PCC has the responsibility of co-operating with the incumbent, the Rev'd David Nixon, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also maintains the St Thomas Church Centre.

#### **Church Membership**

On the 31st December 2021, there were 71 members on the Electoral roll.

#### **Public Benefit Statement**

When planning our activities for the year, the incumbent and PCC have considered the Charity Commission guidance on public benefit and the specific guidance for charities on the advancement of religion. We try to enable people to live out their faith as part of our parish community through:

- Worship and prayer learning about the Gospel and developing our knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish and those who live outside the parish who are part of our church family
- Outreach work both inside and outside our parish

#### **Achievements and Performance**

St Thomas has continued to be affected by the Covid-19 pandemic, the church remained open throughout the third national lockdown, with only the closure of the Hall. The main Sunday service was in place for the majority of the year with a Zoom service in the evening with members of the congregation also joining over the telephone.

#### **Worship and Prayer**

Worship and prayer have remained curtailed as mentioned above. The 10.30 service was reinstated during the year, with less singing and continued mask wearing. Services remained short in order to minimise the risk of spreading Covid. Towards the end of the year coffee after the service was reinstated for fellowship after services.

# **Deanery Synod**

2 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.

#### **Financial Review**

The church had a deficit in the year of £42,887 (2020 – deficit £23,815). Total income showed a small increase of 2.2% compared to 2020. Less grant income was received in the year. Donations received through the Parish Giving Scheme showed a 8.6% decrease compared to the previous year but donation income showed a 20% increase compared to 2020.

Total expenditure increased by 24% compared to 2020. £29,039 was spent on major repairs.

#### ANNUAL REPORT

#### FOR THE YEAR ENDING 31 DECEMBER 2021

# Reserves policy

At the year-end, the church had net current assets of £395,798 with total funds amounting to £859,338. £21,115 is held in restricted funds.

# Statement of PCC members' Responsibilities

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

The law applicable to charities requires the PCC members to prepare financial statements for each financial year that 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 these financial statements, the PCC members are required to:

- Select suitable accounting policies and then apply them consistently
- · Observe the methods and principles in the Charities 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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The PCC members are 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. The PCC members 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.

The PCC confirms that the activities of the church meet the requirements of the Charity Commission in respect of Public Benefit.

This report was approved by the Parochial Church Council on thebehalf by:	and signed on their
PCC Chairman	

#### INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF

#### ST THOMAS PAROCHIAL CHURCH COUNCIL

I report to the members of the PCC on my examination of the accounts of St Thomas PCC for the year ended 31st December 2021, which are set out on pages 5 to 15.

# Responsibilities and basis of report

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the accounts of the PCC are not required to be audited and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the directions givens by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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

- 1. accounting records were not kept in respect of the PCC 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 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.

Mr M Cronin MAAT FCIE
Bowhill Bookkeeping Services
172 Newman Road
Exeter
EX4 1PQ

**Date** 

# STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
INCOME FROM:							
Donations and legacies	11a	33,128	13,951	47,079	33,078	13,421	46,499
Charitable activities	11b	9,850	212	10,062	9,499	117	9,616
Other trading activities	11c	337	2,285	2,622	113	2,245	2,358
Investment Income: Bank Interest		360	=	360	-	-	-
Other income		2,072		2,072	2,365		2,387
TOTAL		45,747	16,448	62,195	45,055	15,805	60,860
EXPENDITURE ON:							
Raising Funds	12a	143	1,200	1,343	97	1,200	1,297
Charitable Activities	12b	70,064	33,675	103,739	76,458	6,920	83,378
TOTAL		70,207	34,875	105,082	76,555	8,120	84,675
NET INCOME/(EXPENDITURE)		(24,460)	(18,427)	(42,887)	(31,500)	7,685	(23,815)
TRANSFERS BETWEEN FUNDS	5	(636)	636	-	752	(752)	-
NET MOVEMENT IN FUNDS		(25,096)	(17,791)	(42,887)	(30,748)	6,933	(23,815)
RECONCILIATION OF FUNDS:							
TOTAL FUNDS BROUGHT FORWARD		863,319	38,906	902,225	894,067	31,973	926,040
TOTAL FUNDS CARRIED FORWARD		838,223	21,115	859,338	863,319	38,906	902,225

# **BALANCE SHEET AS AT 31 DECEMBER 2021**

	Note	£	2021 £	£	2020 £
FIXED ASSETS: Tangible Assets	2	_	463,540	_	475,940
CURRENT ASSETS: Debtors Cash at bank and in hand	3	4,467 450,996		2,363 462,109	
TOTAL CURRENT ASSETS		455,463		464,472	
<b>LIABILITIES:</b> Creditors: Amounts falling due within one year	4	(59,665)		(38,187)	
NET CURRENT ASSETS			395,798		426,285
TOTAL NET ASSETS			859,338		902,225
THE FUNDS OF THE CHARITY: Restricted Income Funds Unrestricted Funds	5	454,223	21,115	479,319	38,906
Designated Funds	7	384,000	838,223	384,000	863,319
TOTAL CHARITY FUNDS			859,338		902,225

The notes on pages 7-15 form an integral part of these accounts.

These accounts were approved by the PCC on	and signed on their
behalf by	

# **PCC Chairman**

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

#### 1. ACCOUNTING POLICIES

#### General

These financial statements have been prepared in accordance with the Church Accounting Regulations 2016 together with applicable accounting standards, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities Financial Reporting Standard 102 (FRS 102).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### INCOME

All income is included in the Statement of Financial Activities when the charity is legally entitled to the income, receipt is probable and the amount can be quantified with reasonable accuracy.

#### **Donations and Legacies**

Donations are recognised when received by or on behalf of the PCC.

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

#### Gift aid tax refunds and Gift Aid Small Donations Scheme (GASDS)

Gift aid tax refunds and the gift aid small donations scheme are recognised on a receivable basis. Gift aid receivable is included in income when there is a valid declaration from the donor. Any gift aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

#### **EXPENDITURE**

Expenditure is included on an accruals basis.

# **Raising Funds**

Raising funds are those costs incurred in fundraising.

# **Charitable Activities**

Comprises those costs incurred by the PCC in the delivery of its activities and services for its beneficiaries.

#### **FIXED ASSETS**

# **Consecrated Land and Buildings and Movable Church Furnishings**

Consecrated and beneficed property is excluded from the accounts by s10 (2) (a) of the Charities Act 2011.

#### **Depreciation**

The church hall is being depreciated over 50 years – 2% on a straight-line basis.

Fixtures, fittings and equipment are being depreciated at 10% on a straight-line basis. Additions are capitalised when amounts exceed £500.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

# 1. ACCOUNTING POLICIES (continued)

#### **DEBTORS**

The gift aid debtor is recognised and included as income when there is a valid declaration from the donor.

#### **CASH AT BANK**

Cash at bank includes short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### **CREDITORS**

Creditors are recognised when the PCC has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

#### **FUNDS**

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

Designated funds represent funds of the PCC that are earmarked by the PCC for specific purposes in the future. The PCC have the power to re-designate such funds within the unrestricted funds.

Restricted funds represent the funds of the PCC where income has been raised for specific purposes, for individuals or special events.

# FINANCIAL INSTRUMENTS

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### GOING CONCERN

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

2.	TA	NGI	BLE	<b>ASSETS</b>
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•	TANGIBLE ASSETS	Freehold Property Church Hall	Fixtures, Fittings and Equipment	Total
		£	£	£
	COST	F00 011	0.040	500.057
	At 1st Jan 2021 & 31st Dec 2021	590,811	8,046	598,857
	DEPRECIATION			
	At 1 <sup>st</sup> Jan 2021	118,160	4,757	122,917
	Charge for the Year	11,816	584	12,400
	As at 31st Dec 2021	129,976	5,341	135,317
	NET BOOK VALUE		<del></del>	
	As at 31 December 2021	460,835	2,705	463,540
	As at 31 December 2020	472,651	3,289	475,940
	DEBTORS			
			2021	2020
	Other Debtors		£	£
	Gift aid and GASDS tax refunds		4,150	1,695
	Bank Interest		17	17
	Other Sundry Debtors		300	651
			4,467	2,363
				<del></del>
	CREDITORS: Amounts falling due wit	hin one year:		
			2021	2020
			£	£
	Diocesan Parish Share		53,016	32,719
	Sundry Creditors		5,057	4,568
	Accruals and deferred income		1,592	900
			59,665	38,187

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

#### 5. RESTRICTED FUNDS/TRANSFERS BETWEEN FUNDS

#### **Current Year**

	Fund Balances B/Forward	Income	Expenditure	Transfers	Fund Balances C/Forward
	£	£	£	£	£
Church Restoration Fund	35,161	14,948	(32,447)	-	17,662
Youth Fund	1,126	242	(242)	_	1,126
Charitable Giving Fund	150	721	(906)	85	50
Science in Congregations Fund	1,214	-	(232)	-	982
Postage Grant Fund	-	497	(1,048)	551	-
Larder Fund	-	20	-	-	20
Tower Fund (Ringers)	1,255	20	-	-	1,275
Total Funds	38,906	16,448	(34,875)	636	21,115

#### **Church Restoration Fund**

This fund receives charitable donations and grants for the restoration of the church buildings. A balance of £17,662 was carried forward at the end of the year.

#### **Youth Fund**

This fund receives donations for the church's youth work. A balance of £1,126 was carried forward at the end of the year.

#### **Charitable Donations Fund**

This fund receives donations which are given as gifts to various charities and individuals as per note 8. Donations given exceeded some of the donations received and a transfer of £85 was therefore made from the unrestricted funds. A balance of £50 to be given in the current financial year was carried forward at the end of the year.

#### Science in Congregation Fund

A grant of £1,334 was given in a previous year from Durham University to run a study under the heading 'Science in Congregations.' Further expenses have been made in the year totalling £232. A balance of £982 was carried forward at the end of the year.

#### **Postage Grant Fund**

A grant of £437 was given to the PCC from Devon County Council to be spent on postage costs. Further £60 donations were also received for postage. Costs exceeded the grant given and a transfer of £551 was made from the unrestricted fund.

# Larder Fund

A donation of £20 was given towards the community larder which was carried forward to be spent in the current financial year.

# **Tower Fund (Ringers)**

A £20 donation was given to repair the bells or the bell ropes. This donation alongside donations received in previous years totalling £1,275 are carried forward to be spent in future years.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

# 5. RESTRICTED FUNDS/TRANSFERS BETWEEN FUNDS

# **Previous Year**

	Fund Balances B/Forward	Income	Expenditure	Transfers	Fund Balances C/Forward
	£	£	£	£	£
Church Restoration Fund	29,577	13,455	(6,671)	(1,200)	35,161
Youth Fund	1,062	117	(53)	-	1,126
Charitable Giving Fund	-	549	(399)	-	150
Science in Congregations Fund	1,334	-	(120)	-	1,214
Postage Grant Fund	-	429	(877)	448	-
Tower Fund (Ringers)	-	1,255		-	1,255
Total Funds	31,973	15,805	(8,120)	(752)	38,906

# 6. ANALYSIS OF FUNDS

# **Current Year**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed Assets	463,540	-	463,540
Current Assets	433,960	21,503	455,463
Current Liabilities	(59,277)	(388)	(59,665)
TOTAL NET ASSETS	838,223	21,115	859,338

# **Previous Year**

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible fixed Assets	<b>£</b> 475,940	£	475,940
Current Assets	425,072	39,400	464,472
Current Liabilities	(37,693)	(494)	(38,187)
TOTAL NET ASSETS	863,319	38,906	902,225

# 7. DESIGNATED FUNDS

£384,000 has been set aside by the PCC to be spent on specific works in relation to the restoration of the church buildings.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2021

#### 8. CHARITABLE GIVING

The following gifts were made during the year to the organisations and individuals listed below.

	£
Macmillan Cancer Support	159
The Children's Society	45
Christmas Presents	510
Tear Fund – Toilet Twinning	192
Christians Together across Exeter (CTAX)	35
	941

#### 9. TRUSTEES' REMUNERATION AND EXPENSES/RELATED PARTY TRANSACTIONS

No remuneration directly or indirectly out of the funds of the church was paid or payable for the year to any members of the Parochial Church Council or to any person or persons known to be connected with any of them. No PCC member has received reimbursement for services provided to the PCC during the year. The clergy are paid by the Diocese from the Diocesan Parish Share.

The Rector, Curate and Reader are all reimbursed for expenses in carrying out their duties as follows: Rector £904, Curate £167, Reader £180. No other member of the PCC has received any reimbursement for expenses.

The charity's insurance includes indemnity insurance for the PCC.

There have been no related party transactions during the year.

#### 10. ACCOUNTANCY AND INDEPENDENT EXAMINATION

£1,180 was paid to the independent examiner for providing an independent examination to the charity. The fee included the preparation of the charity's financial statements.

# NOTES TO THE FINANCIAL STATEMENTS

# **YEAR ENDED 31 DECEMBER 2021**

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES INCOME

		Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
	INCOME FROM:						
11a	Donations and Legacies						
	Donations	9,524	4,460	13,984	9,633	2,023	11,656
	Legacies	1,000	-	1,000	-	-	-
	Parish Giving	17,595	-	17,595	19,250	-	19,250
	Gift Aid tax refunds and GASDS	5,009	790	5,799	1,695	-	1,695
	Grants	-	8,701	8,701	2,500	11,398	13,898
		33,128	13,951	47,079	33,078	13,421	46,499
11b	Charitable Activities		<del></del>				
	After service café	110	-	110	123	-	123
	Young at Heart	-	-	-	114	-	114
	Toddler group	-	212	212	-	117	117
	Flower club	200	-	200	-	-	-
	Hall hire	7,062	-	7,062	8,264	-	8,264
	Service fees	2,478	-	2,478	998	-	998
		9,850	212	10,062	9,499	117	9,616
11c	Other trading activities		<del></del>				
	Fundraising events	337	305	642	113	260	373
	200 Club My St Thomas Appeal	-	1,980	1,980	-	1,985	1,985
		337	2,285	2,622	113	2,245	2,358

# NOTES TO THE FINANCIAL STATEMENTS

# **YEAR ENDED 31 DECEMBER 2021**

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES EXPENDITURE

		Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
	EXPENDITURE ON:							
12a	Raising Funds							
	Sundry Fundraising costs		143	-	143	97	-	97
	200 Club expenditure		-	1,200	1,200	-	1,200	1,200
			143	1,200	1,343	97	1,200	1,297
401								
12b	Charitable Activities	0	05	000	044		200	200
	Charitable Giving	8	35	906	941	-	399	399
	Diocesan Parish Share		32,297	-	32,297	39,773	-	39,773
	Rector's expenses		672	232	904	869	118	987
	Vicars' expenses		-	-	-	188	-	188
	Curate's expenses		167	-	167	131	-	131
	Reader expenses		180	-	180	135	-	135
	Major Repairs		-	29,039	29,039	-	-	-
	Repairs & maintenance		4,043	2,208	6,251	4,087	5,471	9,558
	Insurance		7,004	-	7,004	6,076	-	6,076
	Utilities – Gas, Electric & Water		3,501	-	3,501	4,113	-	4,113
	Telephone		487	-	487	712	-	712
	Office costs		395	-	395	254	-	254
	Printing, Postage & Stationery		600	1,048	1,648	1,453	879	2,332
	Cleaners		3,143	-	3,143	3,343	-	3,343
	Gardener		756	-	756	798	-	798
	Toddler group expenses		-	125	125	-	53	53
	Flower club expenses		117	-	117	20	-	20

# NOTES TO THE FINANCIAL STATEMENTS

# **YEAR ENDED 31 DECEMBER 2021**

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES EXPENDITURE

					Total			Total
			Unrestricted	Restricted	Funds	Unrestricted	Restricted	Funds
		Note	Funds	Funds	2021	Funds	Funds	2020
			£	£	£	£	£	£
12b	Charitable Activities							
	After Service Café expenses		117	-	117	15	-	15
	Church hall costs		89	-	89	-	-	-
	Youth Fund expenses		-	79	79	-	-	-
	Depreciation		12,400	-	12,400	12,621	-	12,621
	Upkeep of services		468	38	506	389	-	389
	Organist fee		1,680	-	1,680	1,680	-	1,680
	Choir fees		733	-	733	711	-	711
	Funeral & Wedding fees		-	-	-	235	-	235
	Legal fees		-	-	-	(2,070)	-	(2,070)
	Independent examiner's fee	10	1,180	-	1,180	900	-	900
	Sundry expenses		-	-	-	25	-	25
			70,064	33,675	103,739	76,458	6,920	83,378
				<del></del>				