# ST THOMAS PCC $\mbox{ANNUAL REPORT AND FINANCIAL STATEMENTS}$ $\mbox{YEAR ENDED } 31^{\rm ST} \mbox{ DECEMBER 2019}$

# YEAR ENDED 31 DECEMBER 2019

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#### **ANNUAL REPORT**

#### FOR THE YEAR ENDING 31 DECEMBER 2019

#### **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 2019 until the date this report was approved:

Team Rector Rev'd Dr David Nixon (Chair)

Team Vicar: Rev'd Charles Keay (Resigned April 2020)

Assistant Priest: Rev'd Dr Eliza Getman

Team Curate: Rev'd Sarah Cumming (Appointed September 2019)

Reader: Mr Philip Baker

Wardens: Mr A Lyne (Resigned July 2019)

Mrs P Metford (Resigned July 2019)
Mr I Totterdell (Appointed July 2019)

**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 V Clark (Resigned April 2019) Mrs M Corby (Resigned April 2019)

Mrs M Daunton Mrs J Farmer Mrs J Harris Mr D Wright Mrs C Bryant

Mrs J Thomas (Secretary)

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 2019

# 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 31<sup>st</sup> December 2019, there were 75 members on the Electoral roll.

# **Achievements and Performance**

St Thomas has seen the completion on the sale of Emmanuel Church and St Andrew's church, receiving all the funds on St Andrew's and some of the funds on the sale of Emmanuel. The church congregations have had another winter worshipping in the church hall. While the heating is out of action it is likely that the Sunday worshipping will remain in the church hall for the winter season.

The PCC are hoping that the grant application for phase three of the works will soon start, thus enabling us to get closer to worshipping full time in the church.

# Worship and Prayer

We continue to have weekday services and have recently reinstated monthly healing services. We have seen growth in our toddler group, St Thomas Tots. This has also led to a start-up Sunday meeting once a month before the main church service. We also have a house group that meets regularly for bible study and prayer.

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; through funeral services friends and family express their grief and give thanks for the life which is now complete in the world, and commend the person into God's keeping. We have celebrated 12 baptisms and 6 weddings and held 7 funerals in our church this year. We have also celebrated 12 funerals at the crematorium.

# **Deanery Synod**

3 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 made a surplus in the year of £446,715 - (2018 - surplus £2,203). In 2019, we completed the sale of the two churches which has led to a significant surplus for the year. These funds will be used for future development of the church. We are in the process of making grants for the next stages.

While the surplus is significantly higher this year, day to day income in the unrestricted funds is fairly constant, with expenses exceeding our income. Again, common fund has not been paid in full and this may be paid from funds arising from the sale of the churches.

#### **ANNUAL REPORT**

#### FOR THE YEAR ENDING 31 DECEMBER 2019

# Reserves policy

At the year-end, the church had net current assets of £438,379 with total funds amounting to £926,040. £31,973 is held in restricted funds.

The church is holding the sale proceeds from the church as funds for the restoration of St Thomas church. These funds are designated only and may be used for the payment of common fund if other income is not sufficient. It is not intended to be used for the day to day running of the church.

# 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 31<sup>st</sup> December 2019, which are set out on pages 5 to 13.

#### 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").

I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given 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:

- 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 2019

	Nada	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
INCOME FROM:	Note	£	£	£	£
Donations and legacies	12a	54,346	4,875	59,221	106,225
Charitable activities	12b	30,842	617	31,459	28,224
Other trading activities	12c	2,826	4,447	7,273	6,141
Other income	12d	476,456		476,456	7,110
TOTAL		564,470	9,939	574,409	147,700
EXPENDITURE ON:					
Raising Funds	13a	1,947	-	1,947	1,610
Charitable Activities	13b	113,213	12,534	125,747	143,887
TOTAL		115,160	12,534	127,694	145,497
NET INCOME/(EXPENDITURE)		449,310	(2,595)	446,715	2,203
TRANSFERS BETWEEN FUNDS	5b	(613)	613	-	-
NET MOVEMENT IN FUNDS		448,697	(1,982)	446,715	2,203
RECONCILIATION OF FUNDS:					
TOTAL FUNDS BROUGHT FORWARD		445,370	33,955	479,325	477,122
TOTAL FUNDS CARRIED FORWARD		894,067	31,973	926,040	479,325

# **BALANCE SHEET AS AT 31 DECEMBER 2019**

	Note	£	2019 £	£	2018 £
FIXED ASSETS: Tangible Assets	2	L	487,661	L	497,773
CURRENT ASSETS: Debtors Cash at bank and in hand	3	10,559 448,473		8,832 44,658	
TOTAL CURRENT ASSETS		459,032		53,490	
<b>LIABILITIES:</b> Creditors: Amounts falling due within one year	4	(20,653)		(71,938)	
NET CURRENT ASSETS/(LIABILITIES)			438,379		(18,448)
TOTAL NET ASSETS THE FUNDS OF THE CHARITY:	_		926,040		479,325
Restricted Income Funds Unrestricted Funds	5a	488,783	31,973	445,370	33,955
Designated Funds	6	405,284	894,067	<del>-</del>	445,370
TOTAL CHARITY FUNDS			926,040		479,325
The notes on pages 7-13 form an integral part	of these	accounts.			

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

.....

**PCC Chairman** 

by

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

#### 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.

#### **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.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

# 1. ACCOUNTING POLICIES (continued)

#### **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.

#### 2. TANGIBLE ASSETS

	Freehold Property Church Hall	Fixtures, Fittings and Equipment	Total
	£	£	£
COST			
At 1 <sup>st</sup> Jan 2019	590,811	4,727	595,538
Additions	-	2,419	2,419
As at 31st Dec 2019	590,811	7,146	597,957
DEPRECIATION			
At 1 <sup>st</sup> Jan 2019	94,528	3,237	97,765
Charge for the Year	11,816	715	12,531
As at 31st Dec 2019	106,344	3,952	110,296
NET BOOK VALUE			
As at 31 December 2019	484,467	3,194	487,661
As at 31 December 2018	496,283	1,490	497,773

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

# 3. DEBTORS

	2019	2018
Other Debtors	£	£
Gift aid and GASDS tax refunds	8,762	8,815
Grants	1,345	-
Bank Interest	17	17
Other Sundry Debtors	435	-
	10,559	8,832

# 4. CREDITORS: Amounts falling due within one year:

	2019	2018
	£	£
Diocesan Parish Share	13,946	69,071
Sundry Creditors	5,807	1,867
Accruals and deferred income	900	1,000
	20,653	71,938

# 5a. RESTRICTED FUNDS

	Fund Balances B/Forward	Income	Expenditure	Transfers	Fund Balances C/Forward
	£	£	£	£	£
Church Restoration Fund	33,239	4,430	(8,092)	-	29,577
Youth Fund	716	617	(271)	-	1,062
Charitable Giving Fund	-	547	(547)	-	-
Blinds Fund	-	1,666	-	(1,666)	-
Science in Congregations Fund	-	1,334	-	-	1,334
Downpipe Fund	-	1,345	(3,624)	2,279	-
			<del></del>	<del></del>	
Total Funds	33,955	9,939	(12,534)	613	31,973

# **ANALYSIS OF FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed Assets	487,661	-	487,661
Current Assets	427,059	31,973	459,032
Current Liabilities	(20,653)	-	(20,653)
TOTAL NET ASSETS	894,067	31,973	926,040

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

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

#### **Church Restoration Fund**

This fund receives charitable donations and grants for the restoration of the church buildings.

#### Youth Fund

This fund receives donations for the church's youth work.

#### Charitable Donations Fund

This fund receives donations which are given as gifts to various charities and individuals as per note 8. Expenditure exceeded the donations given so a transfer of £29 was made from the unrestricted fund.

#### **Blinds Fund**

An individual donation of £1,666 was given to purchase blinds for the church hall. The cost of the blinds exceeded the donation given. The blinds have been capitalised and included in equipment additions.

#### Science in Congregation Fund

A grant of £1,334 was given from Durham University to run a study under the heading 'Science in Congregations.' No costs were made in the year, so the grant has been carried forward to the next financial year.

#### **Downpipe Fund**

A grant of £1,345 was given from National Churches Trust for downpipes replacement. The expenditure exceeded the grant given so a transfer of £2,279 was made from the unrestricted funds.

#### 6. DESIGNATED FUNDS

The net proceeds from the sale of Emmanuel Church, Exeter and St Andrew's Church, Exeter totalling £382,407, after the payment of legal fees and common fund deficits for 2017 and 2018, have been designated by the PCC to be spent on the restoration of the church buildings. Two legacies received during the year, totalling £22,877 have been designated by the PCC to be spent on capital items.

## 7. SALE OF ASSETS

In June 2019, St Thomas PCC received from the Diocese the sale proceeds of Emmanuel Church, Exeter which totalled £144,663.

In October 2019, St Thomas PCC received £330,000 from the sale of St Andrew's Church, Exeter which had been gifted to the PCC by Exeter Cathedral.

A further £596 was received from the sale of miscellaneous items from the sale of the two churches.

#### 8. CHARITABLE GIVING

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

	L
Macmillan Cancer Support	547
St Thomas Community Association	29
Bishops Discretionary Fund	68
	644

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2019

#### 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, Team Vicars and Curate are all reimbursed for expenses in carrying out their duties as follows: Rector £1,115, Team Vicars £1,092, Curate £8. 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. POST BALANCE SHEET EVENTS/COVID 19 STATEMENT

During the period between the financial year-end and the agreement/signing of the financial statements by the PCC, the Covid 19 pandemic occurred. In line with government and the Anglican Church's instructions, as a result of the Covid 19 pandemic, the church suspended meeting in person on 16<sup>th</sup> March 2020.

The PCC continue to monitor the impact of Covid 19 on the charity and adjust plans and budgets accordingly.

#### 11. ACCOUNTANCY AND INDEPENDENT EXAMINATION

£900 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 2019

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES INCOME

			Unrestricted	Restricted	Total Funds	Total Funds
	Note		Funds £	Funds £	2019 £	2018 £
	INCOME FROM:		L	L	L	L
12a	Donations and Legacies					
	Donations		13,294	2,176	15,470	16,010
	Parish Giving		18,248	-	18,248	15,099
	Gift Aid tax refunds and GASDS		(73)	20	(53)	6,042
	Grants		-	2,679	2,679	50,110
	Legacies		22,877	-	22,877	18,964
			54,346	4,875	59,221	106,225
12b	Charitable Activities				<del></del>	
	After service café		400	-	400	260
	Young at Heart		483	-	483	427
	Toddler group		-	617	617	692
	Flower club		230	-	230	311
	Hall hire		22,206	-	22,206	22,920
	Service fees		2,993	-	2,993	3,614
	Walsingham Pilgrimage		4,530	-	4,530	-
			30,842	617	31,459	28,224
12c	Other trading activities					
	Fundraising events		2,826	2,397	5,223	3,906
	200 Club My St Thomas Appeal		-	2,050	2,050	2,235
			2,826	4,447	7,273	6,141
12d	Other Income		<del></del>			
	Sale of 7	assets	475,259	-	475,259	6,259
	Other Income		1,197	-	1,197	851
			476,456	-	476,456	7,110

# NOTES TO THE FINANCIAL STATEMENTS

# YEAR ENDED 31 DECEMBER 2019

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES EXPENDITURE

	Note		Unrestricted		Restricted	Total Funds	Total Funds
				Funds	Funds	2019	2018
	EVDENDITUDE ON			£	£	£	£
13a	EXPENDITURE ON: Raising Funds						
154	Cost of events			_	_	_	310
	Sundry Fundraising co	sts		390	-	390	90
	200 Club expenditure			1,200	-	1,200	1,210
	Young at Heart expen	ses		357	-	357	-
				1,947	-	1,947	1,610
13b	Charitable Activities						
100	Charitable		Giving	97	547	644	1,281
	8 Diocesan Parish Share			43,946	_	43,946	52,367
	Rector's expenses			1,115	-	1,115	940
	Vicars' expenses			1,092	-	1,092	848
	Curate's expenses			8	-	8	-
	Reader expenses			-	-	-	259
	Repairs & maintenance			2,521	11,716	14,237	11,888
	Insurance	0.147		9,643	-	9,643	9,256
	Utilities – Gas, Electric	c & vvater		4,598	-	4,598	3,519 38,649
	Major Works Telephone			704	-	704	1,203
	Office costs			229	_	229	241
	Printing, Postage & Stationery			621	_	621	526
	Cleaners			2,767	-	2,767	4,362
	Gardener			1,407	-	1,407	1,355
	Walsingham Pilgrimage			4,530	-	4,530	-
	Churchyard expenses			-	-	-	46
	Youth club expenses			-	-	-	18
	Junior church expenses			-	-	-	55
	Toddler group expenses			-	271	271	372
	Flower club expenses			195	-	195	269
	Church hall costs			291	-	291	237
	Depreciation			12,531	-	12,531	12,289
	Upkeep of services Organist salary			435	-	435	547
				1,710	-	1,710	1,822
	Choir fees			688	-	688	638
	Legal fees	examiner's	foo	23,185 900	-	23,185 900	900
	Independent 11	examiner s	fee	900	-	900	900
				113,213	12,534	125,747	143,887
				-,	.,	- •	-,