

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2016

Charity Number 1130717

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St Andrew's Parochial Church Council

REFERENCE AND ADMINISTRATIVE DETAILS

St Andrew's Church is situated in Church Street, Cobham, Surrey and is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church Gate House, Downside Bridge Road, Cobham, KT11 3EJ.

The Parochial Church Council (PCC) is a registered charity number 1130717.

PCC members who have served from 1st January 2015 until the date of this report was approved are:

Rector: Canon Revd Robert Jenkins Chairman

Associate Rector with special responsibility for Stoke D'Abernon:
Revd Godfrey Hilliard

Assistant Curate: Revd Folli Olokose

Associate Minister: Revd Charleen Hollington
Licensed Lay Minister: Hugh Bryant

Licensed Children and Youth Minister
Esther Holley

Churchwardens: Moni Babatunde (to September 2016)
Fiona Lascelles (from September 2016)
Michael Flaxman Lay Vice Chairman

Representatives on the Deanery Synod:
Hugh Bryant
Michael Elson
Geoffrey Morris

Elected members: Keith Baird
Leonard Beighton Secretary
Elizabeth Bradley
Lyndon Ferguson
Malcolm Graham Treasurer

St Andrew's Parochial Church Council

Tanya Hall
Sue Kilpatrick
Daphne McFarlane
Shirley Mensah
Clive Moorman
Lindsay Sainsbury (from April 2016)
Phil Slade
Nick Tamblyn
Carrie Taylor
David Taylor
Liberty Teissedre (to April 2016)

Co-opted Moni Babatunde (since September 2016)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Councils (Powers) Measure 1956.

St Andrew's is in the United Benefice of St Andrew, Cobham and St Mary, Stoke D'Abernon. The United Benefice shares a ministry team but each parish has its own PCC and church officers.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

OBJECTIVES AND ACTIVITIES

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC has agreed a vision statement as follows:
To Know, Glorify and Make Christ Known

St Andrews continues to seek to be a Christian community through which all can come to know and accept God's love for them and reflect that love wherever they are.

ACHIEVEMENTS AND PERFORMANCE

We continue to develop the five-year vision for the parish, Vision 2018. Church attendance remains broadly similar to 2016. Our vision priorities for 2016 were focused on Worship, Children Family & Youth, Generosity, Financial Management and Faith and Social Action. Exceptional progress was made in the Children, Family and Youth ministry as can be seen in our annual review. We also sustain strong links with the local community, in particular with our support for St Andrew's School, Oasis Family Centre, Cobham Area Foodbank and Heritage Day

St Andrew's Parochial Church Council, Cobham

.At the end of October, our rector, Canon Revd Robert Jenkins announced his retirement and that he would be leaving on 31 January 2017 and we would be entering a period of vacancy.

Revd Folli Olokose continued his ministry, taking a leadership role in developing our Youth work. His training curacy had to end by 30 June 2017 and he has succeeded in getting the vacancy at St Mary's Oatlands commencing 1st July. In 2016, Esther Holley had her hours extended to being a full time role. She has been formally licensed as our Children and Youth Minister, a role that will see her taking more responsibility with the departure of Folli.

Revd Charleen Hollington was licensed to the parish as an Associate Minister and leads on our Baptism ministry, Small Groups and the Faith and Social Action group.

Revd Peter Vickers continues his pastoral ministry particularly with the elderly and taking funerals. Moni Babatunde began training in September on the Diocese Ordained Local Ministry Programme. The work involved in this training, caused her to resign as Church Warden and Fiona Lascelles took up the role in her place.

In addition, Cathy Whitnall and David Taylor are both authorised to preach occasionally.

FINANCIAL REVIEW

Total unrestricted income was £186,062 after deducting expenditure of £246,005 a deficiency of £59,943 resulted. Most of this deficiency was caused by expenditure on the flat of £40,599.

Unrealised gain of £68,497 on investments in the unrestricted fund resulted in a balance of unrestricted reserves carried forward of £707,375.

The restricted reserves increased from £111,276 to £129,643, an increase of £18,367. Most of this was due to the increase in value of investments particularly the G Sanders Fund investments which increased in value by £17,330. It should be noted that investment values may decrease in the future. The rising of funds for Youth work has been successful.

In 2017, we have already received a restricted legacy from L M Saunders of £5,000 for maintaining the bell tower and we have been advised that we will receive an unrestricted legacy of approximately over £36,000 from the M V Gifford Will Trust.

Voluntary income excluding grants and legacies increased by £11,525 due to the introduction of collection bags during the service and a more successful planned giving campaign.

During the year, with the approval of the Finance and Administration Committee and the PCC, the sale of the Signet shares was effected and the transfer of equivalent amount from CBF Investment Fund Income shares in the Fabric fund and small part of the Schroders fund to the G Sanders was implemented.

RESERVES POLICY

The PCC has agreed to maintain sufficient reserves of not less than six months average expenditure to cover emergency situations that may arise from time to time. Our reserves are more than adequate to meet this criteria.

St Andrew's Parochial Church Council, Cobham

For the year ending 31st December 2016

	Un - restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
INCOMING RESOURCES				
Voluntary income	2a 138727	18200	156927	167503
Activities for generating funds	2b 29524	3079	32603	31776
Income from investments	2c 6692	4445	11137	12234
Income from church activities	2d 6319	0	6319	5177
Income from other sources	2e 4800	0	4800	4800
TOTAL INCOMING RESOURCES	186062	25724	211786	221490
RESOURCES EXPENDED				
Fund raising costs	3b 3906	140	4046	6120
Church activities	3a 229623	18411	248034	255259
Support costs	3c 12476	0	12476	10610
TOTAL RESOURCES USED	246005	18551	264556	271989
Net incoming/(outgoing) resources	-59943	7173	-52770	-50499
Transfers between funds	9			
Gains and losses on investment assets	5b 68497	11197	79694	-12524
NET MOVEMENT IN FUNDS	8554	18370	26924	-63023
Balances brought forward	698821	111273	810094	873117
BALANCES CARRIED FORWARD	9 707375	129643	837018	810094

In 2017, we have already received a restricted legacy from L. M. Saunders of £5,000 for maintaining the bell tower. We have been advised that we will receive an unrestricted legacy of approximately over £36,000 from the M. V. Gifford Will Trust.

St Andrew's Parochial Church Council, Cobham

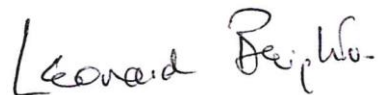
**Balance Sheet
As at 31st December 2016**

		Un- Restricted Funds	Restricted Funds	Total 2016	Total 2015
	Note	£	£	£	£
FIXED ASSETS					
Tangible Assets	assets	5a 356496	0	356496	356496
Investment assets		5b <u>335461</u>	<u>89764</u>	<u>425225</u>	<u>415934</u>
Total fixed assets		<u>691957</u>	<u>89764</u>	<u>781721</u>	<u>772430</u>
CURRENT ASSETS					
Debtors		6 17042	565	17607	16834
Cash at bank		7 16129	40025	56154	34445
LESS CURRENT LIABILITIES		8 <u>17753</u>	<u>711</u>	<u>18464</u>	<u>13615</u>
Net current assets		<u>15418</u>	<u>39879</u>	<u>55297</u>	<u>37664</u>
NET ASSETS		<u>707375</u>	<u>129643</u>	<u>837018</u>	<u>810094</u>
FUNDS					
Unrestricted		9 707375		707375	698818
Restricted		9 <u>129643</u>	<u>129643</u>	<u>129643</u>	<u>111276</u>
		<u>707375</u>	<u>129643</u>	<u>837018</u>	<u>810094</u>

Approved by the Parochial Church Council on the 14th April 2017
and signed on its behalf by:



Michael Flaxman
Church Warden



Leonard Beighton
Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS
For the year ended 31st December 2016

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities (the application of FRS 102).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

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 to those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when received or when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable.

All incoming resources are accounted for gross.

Unrealised gains or losses on investments are accounted for on revaluation of investments at 31st December.

Resources used

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

St Andrew's Parochial Church Council, Cobham

Fixed assets

Benefice and consecrated property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

No value is attributable to movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, since the PCC considers these to be inalienable property.

Any expenditure during the year on consecrated or benefice property and movable church furnishings, whether maintenance or improvement, has been written off.

Church Gate House Centre, including the flat and the land on which it stands are valued at cost. No depreciation is charged on these properties but expenditure on maintenance or improvement is written off as incurred. These buildings are subject to an annual impairment review.

Equipment acquired for Church Gate House Centre has been depreciated, on a straight line, basis over 10 years. The piano, the computer and the projector have been fully depreciated. Individual items of equipment costing under £1000 are written off when the asset is acquired.

Investments are valued at market value at 31st December.

Current Assets

Amounts owing to the PCC at 31st December in respect of tax, rent or other income are shown as debtors.

St Andrew's Parochial Church Council, Cobham

2 INCOMING RESOURCES

	Un- Restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
2a Voluntary income				
Planned giving	74518		74518	71003
Yellow envelopes	10530		10530	12752
Income Tax recovered	23045	1931	24976	21907
Other giving (non GA/CAF etc)	2161	946	3107	1745
"Together"/'Family' donations	1757		1757	1464
Loose plate collections	17560		17560	10163
Charity/Appeal collections			0	1321
Giving through church boxes	668		668	712
One off Gift Aid gifts	8438	805	9243	9767
Grants		14518	14518	9944
Legacies	50		50	26725
	<u>138727</u>	<u>18200</u>	<u>156927</u>	<u>167503</u>
2b Activities for generating funds				
Bookstall/stationery sales	0		0	50
Magazine advertising	1763		1763	1550
Social and other events	3620		3620	7858
Church Gate House lettings	22458		22458	22318
Other funds generated?	1683	3079	4762	
	<u>29524</u>	<u>3079</u>	<u>32603</u>	<u>31776</u>
2c Income from investments				
Rent from flat	5605		5605	9900
Interest and dividends	1087	1420	2507	1506
Profit on sale of investmentS		3025	3025	828
	<u>6692</u>	<u>4445</u>	<u>11137</u>	<u>12234</u>
2d Income from church activities				
Fees for weddings, funerals	6319		6319	5177
	<u>6319</u>	<u>0</u>	<u>6319</u>	<u>5177</u>
2e Income from other sources				
Contribution to housing costs	4800		4800	4800
	<u>4800</u>	<u>0</u>	<u>4800</u>	<u>4800</u>
TOTAL INCOMING RESOURCES	<u>186062</u>	<u>25724</u>	<u>211786</u>	<u>221490</u>

St Andrew's Parochial Church Council, Cobham

3	RESOURCES EXPENDED				
		Un -			
		Restricted	Restricted	Total	Total
		Funds	Funds	2016	2015
		£	£	£	£
3a	Church activities				
	Grants				
	Mission and relief -				
	Garden Root Childrens Trust	1500		1500	0
	Operation Mobilisation	1500		1500	2000
	Bible Society	75		75	2075
	Christians Against Poverty	1500		1500	
	Christian Aid			0	2000
	Leprosy Mission	75		75	75
	FRRME(from Spiritual cinema club)			0	270
	"Overseas Ordinand"	500		500	2000
	Embrace the Middle East	940		940	
	Restored			0	500
	Subtotal	6090	0	6090	8920
	Home Mission -				
	Nazerath Way trust	1500		1500	
	Messy Church	250		250	0
	Bellringers' Guild	50		50	50
	St. Andrews School	500		500	500
	Guildford Cathedral	100		100	100
	Salvation Army			0	20
	Mother's Union			0	75
	Churches Together	200		200	
	Subtotal	2600	0	2600	745
	Other charities -				
	Transform Housing and support Nigel fund		2819		
	Citizens Advice Bureau (Esher)	100		100	200
	Elmbridge Rentstart	250		250	200
	British Legion	15		15	15
	N.A. People Abused in Childhood	1000		1000	
	Princess Alice Hospice	41		41	40
	Cobham Area Foodbank	1500		1500	2000
	RASAC -Guildford(Rape/Abuse)	1000		1000	
	Oasis Childcare	1000		1000	2000
	Xmas Box	6		6	6
	Subtotal	4912	2819	7731	4461
	carried forward	13602	2819	16421	14126
	Collections made or funds received on behalf of charities and then disbursed			2016	2015
	Transform Housing & support(Re Nigel)			2819	
	Kosevo (Roma Education Project)			1126	
	DEC Ebola				666
	DEC Nepal				1703
	Bishop of Guildford Foundation				125
	Feltonfleet School				816
	Rev R Pittarides			881	
	Total collections			4826	1225
	Total giving and collections			21247	18661

St Andrew's Parochial Church Council, Cobham

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
brought forward	13602	2819	16421	14126
Church activities (cont'd)				
Parish share	82786		82786	82786
Salaries	29937	6795	36732	29796
Clergy Housing costs	24369		24369	24127
Clergy and assistant staff expenses	4744	641	5385	6967
Church running expenses	9585		9585	10039
Church maintenance & repairs	1568	1077	2645	4531
Altar, choir, services	3103		3103	2277
'Together' magazine costs	4084		4084	3647
CGH running expenses	8524		8524	9865
CGH repairs 2016	2237		2237	
CGH 2015 major repairs			0	11212
Other property upkeep	1823	615	2438	1020
Youth, SAY and Sunday school	175	5444	5619	1513
Training incl. Sunday School	2487	1020	3507	2149
Refurbishment and letting flat	40599		40599	
Church Lighting project			0	52652
Movable furnishings			0	-1448
Depreciation			0	0
	<u>229623</u>	<u>18411</u>	<u>248034</u>	<u>255259</u>
3b Fund raising costs				
Social and other events	3906	140	4046	6120
3c Support costs				
Parish Office	11053		11053	9370
Independent Examiner	588		588	1176
Bank charges	835		835	64
	<u>12476</u>	<u>0</u>	<u>12476</u>	<u>10610</u>
TOTAL RESOURCES USED	<u>246005</u>	<u>18551</u>	<u>264556</u>	<u>271989</u>
Note comparatives for 2014 to be calculated and corresponding (equal change to fees earned in 2014 figure)				
4 Salaries and Fees				
Staff costs (Net of statutory deductions)	23767	6795	30562	25665
HMRC payments *	6170		6170	4131
	<u>29937</u>	<u>6795</u>	<u>36732</u>	<u>29796</u>
Number of employees	<u>3</u>			<u>4</u>

*Employer, employee NI contributions and Income tax deducted

Payments to PCC members

Grants of £782 (£2,620 -2014) were made to the clergy from the Gerald Sanders Fund, a legacy endowed, with the church wardens as trustees, specifically for the benefit of the clergy.
 Esther Holley, our Youth worker joined the PCC. Her gross remuneration was £21,000 (2014 -£12,870- part time)
 In addition a total of £5,093 (2015 £8,346) was paid to 7 members(2015 -6) of the PCC as reimbursement of expenses they had incurred on behalf of the PCC.This includes to the Rector and Curates.

St Andrew's Parochial Church Council, Cobham

5 FIXED ASSETS

	Depn Rate 0%	Freehold	Equipment	Total
		Land & Buildings £		
5a Tangible Assets				
ACTUAL/DEEMED COST				
At 1st January 2016				
Church Gate House Centre	Nil	312734		312734
Church Gate House	Nil	43762		43762
Equipment	10%		33416	33416
Piano	10%		3405	3405
Computer	25%		453	453
Projector	25%		5915	5915
At 31st December 2016		356496	43189	399685
DEPRECIATION				
At 1st January 2016			43189	43189
Charge for year			0	0
At 31st December 2016			43189	43189
NET BOOK VALUE				
At 1st January 2016		356496	0	356496
At 31st December 2016		356496	0	356496
5b Investment Assets		Un- Restricted Funds £	Restricted Funds £	Total £
to be completed				
Market Value				
At 1st January 2016				
C of E Inv. Board 5241.63 shares			71850	71850
C of E Inv. Board 15207 shares		24339		24339
Schroder Charity Fund 35218.71 units		250249		250249
Signet Jewelers 850 shares			69496	69496
		274588	141346	415934
G Sanders fund				
Receipt from Sale of 850 Signet shares			72434	72434
less Value of at 31/12/15			-69496	-69496
Profit against 31/12/15 value			2938	2938
Fabric fund				
Sale of CCLA 67 shares Investment fund Inc			994	994
less Value of at 31/12/15			-907	-907
Profit against 31/12/15 value			87	87
PROFIT ON SLAE OF SECURITIES			3025	3025
Market Value				
At 31st December 2016				
C of E Inv. Board 5349.07 shares			80434	80434
C of E Inv. Board 15207 shares		25736		25736
Schroder Charity Fund 30305.78 units		309725		309725
Schroder Charity Fund 912.93 units			9330	9330
		335461	89764	425225
NET REVALUATION GAIN /LOSSES to 1 April 2016		11119	-6132	4987
NET REVALUATION GAIN /LOSSES from 1 April TO 31 Dec 2016		57378	17329	74707
TOTAL		68497	11197	79694

Transfers between funds on 1 April 2016 authorised by the Finance and Administration committee

Transfers of C of E Inv Board income shares of value to £64,810 was made to the G Sanders fund
This is a appropriate income generating investment for this fund

Also 913 Schroders charity units £ 7,624 were also transferred from unrestricted to G Sanders fund and equivalent movement of money was made in compensation between these funds.

St Andrew's Parochial Church Council, Cobham

		2016	2015				
		£	£				
6 DEBTORS							
Income Tax Recoverable		6426	1941				
Other debtors		7309	8686				
Prepayments		872	3207				
Rent deposit		3000	3000				
		<u>17607</u>	<u>16834</u>				
7 CASH AT BANK							
Current Account		42404	23850				
CAF Deposit Account		0	126				
Current Account - F & Social		1700	1549				
Current Account - CGHC		0	90				
Current Account - SAY		11775	7576				
Current Account - Lunch club		180	107				
Petty Cash & other cash		95	1147				
		<u>56154</u>	<u>34445</u>				
8 CURRENT LIABILITIES							
CGH running expenses		948	360				
CGH and church Utilities		738	1179				
CGH and Church maintenance		725	1800				
Outward Giving Grants		11720	2900				
Others		2238	3660				
Due to Diocese		821	2632				
Administration		686	496				
Independent examiner fee accrual		588	588				
		<u>18464</u>	<u>13615</u>				
9 MOVEMENT OF FUNDS							
	1st Jan 2016	Income	Expenditure	Investment Gains/(losses)	Transfers Out	Transfers In	31st Dec 2016
Unrestricted Fund	698821	186062	246005	68497	7624	7624	707375
Restricted G Sanders	75681	4337	781	17330	72434	72434	96567
Restricted Music Resource	12	126					138
Restricted Fabric Furnishing & P Joce & Flag	21861	2220	1697	-6133	64810	64810	16251
Restricted Appeals/Prayer week	3032	1226	3945				313
Restricted mainly Main Bk a/c Taylor/Youth camp	3686	8741	7820				4607
Restricted Youth funds mainly SAY bank a/c (Guildford/Youthcamp Cobham Combined Charities Sherriff/Community of Surrey etc)	7001	9074	4308				11767
Total	810094	211786	264556	79694	144868	144868	837018
G Sanders fund received transfers in of investments and transferred out equivalent amounts of "cash" to the Fabric and unrestricted fund See also note 5b							

**Independent Examiner's Report
To the Parochial Church Council (PCC) of St Andrew's Cobham**

I report on the accounts for the year ended 31 December 2016, which are set out on pages 1 to 13.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

1. examine the accounts under section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5) (b) of the 2011 Act, and
3. state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the 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 accounts. 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 a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - a) to keep accounting records in accordance with s.130 of the 2011 Act; or
 - b) to prepare accounts which accord with these accounting records have not been met, or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Aidan Crilly BA FCA
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24 April 2017