

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2019

Charity Number 1130717

CONTENTS

REFERENCE AND ADMINISTRATIVE DETAILS	2
STRUCTURE, GOVERNANCE AND MANAGEMENT.....	3
OBJECTIVES AND ACTIVITIES	3
ACHIEVEMENTS AND PERFORMANCE	3
FINANCIAL REVIEW	4
RESERVES POLICY	4
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 ST DECEMBER 2019.....	5
BALANCE SHEET AS AT 31 ST DECEMBER 2019.....	6
NOTES TO THE ACCOUNTS - POLICIES.....	7-8
INCOMING RESOURCES	9
RESOURCES EXPENDED –OUTWARD GIVING.....	10
RESOURCES EXPENDED – OTHER	11
FIXED ASSETS	12
DEBTORS, BANK BALANCES, CREDITORS AND MOVEMENT OF FUNDS.....	13
INDEPENDENT EXAMINERS REPORT	14

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 to 31 December 2019 were:

Rector:
Chairman Revd Dr Michael Branscombe

Associate Minister Revd Charleen Hollington
 Revd Moni Babatunde

Churchwardens: Michael Elson
 David Taylor

Lay Representatives on the Deanery Synod:
 Leonard Beighton Secretary to the PCC
 Michael Elson
 Geoffrey Morris

Elected members: Keith Baird
 Elizabeth Bradley
 Kim Constable (From April 2019)
 Judy Franz (To November 2019)
 Malcolm Graham Treasurer
 David Greenwood
 Peter Kelly
 Sue Kilpatrick
 Freddie Marshall (From April 2019)
 Daphne McFarlane (To April 2019)
 Shirley Mensah (To April 2019)
 Clive Moorman
 Lindsay Sainsbury (To April 2019)
 Carrie Taylor
 David Taylor
 David Tipping

St Andrew's Parochial Church Council

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.

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

2019 has been the first calendar year with Revd Dr Michael Branscombe leading the Ministry Team at St Andrew's. In January he led as Priest-in-Charge of the United Benefice, however, in February the pastoral reorganisation came into effect and he became Vicar of the single benefice of St Andrew's, Cobham. Our new Vicar experienced his first Lent, Holy Week and Easter at St Andrew's, observing the established pattern of services and adding a few opportunities for reflection during Holy Week. On Sunday June 30th 2019 our Ordinand, Moni Babatunde was ordained Deacon at Guildford Cathedral and will serve as St. Andrew's Curate. At the end of July our Children & Youth minister, Esther Holley was married and shortly after left St Andrew's and began ordination training. As a one year cover plan for the Children and Youth role we recruited a volunteer through "Time for God". Our volunteer, Pearl Agyakwa, came from Ghana in September and has been learning about St Andrew's and ministering to our children and families.

St Andrew's Parochial Church Council, Cobham

In December we began the process of re-focusing our vision for the mission and ministry of St Andrew's with a Vision Day enabled by Revd David Senior and diocesan Mission Enabler. The good work of that day will be picked up in 2020 and a vision formulated for the parish.

We still consider our Children and Youth Ministry is key to the present and future of our church. We worked hard to sustain other strong links with the local community, in particular many hours have been given supporting St Andrew's School with the establishment of an "Early Intervention" program in partnership with "Transforming Lives for Good", where the church provides coaches for students at the school. We continue to work with partners in Cobham to meet community needs, especially through Messy Church, Oasis Family Centre, Cobham Area Foodbank and Cobham Heritage Day.

FINANCIAL REVIEW

Total unrestricted income was £208,839, after deducting expenditure of £220,706 a deficit of £11,867 resulted. The gains on investments in the unrestricted fund in the period was £27,487 resulted in a balance of unrestricted reserves carried forward of £753,974. However since the yearend the value of our investments in the unrestricted fund dropped from £326,303 as at 31 December to £240,968 as at 30 April, due the major falls on the stock market. This wipes out gains made in approximately last 5 years.

The restricted reserves decreased from £17,595 to £1,424, a decrease of £16,171. Most of this was due to restricted income of £745 being exceeded by restricted expenditure of £16,916. This deficit was mainly caused by the high level of church repairs funded from restricted funds e.g. Church roof repairs of £6,170 and Bell tower renovations £8,479.

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.

For the year ending 31st December 2019

		Un - restricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
	Note				
INCOMING RESOURCES					
Voluntary income	2a	170439	125	170564	155619
Activities for generating funds	2b	26609	620	27229	28848
Income from investments	2c	4221	0	4221	1493
Income from church activities	2d	7570	0	7570	8526
Income from other sources	2e	0	0	0	0
TOTAL INCOMING RESOURCES		208839	745	209584	194486
RESOURCES EXPENDED					
Fund raising costs	3b	3183	0	3183	3146
Church activities	3a	204662	16906	221568	189629
Support costs	3c	12861	10	12871	12144
TOTAL RESOURCES USED		220706	16916	237622	204919
Net incoming/(outgoing) resources		-11867	-16171	-28038	-10433
Transfers between funds	9				
Gains and losses on investment assets	5b	27487	0	27487	-8577
NET MOVEMENT IN FUNDS		15620	-16171	-551	-19010
Balances brought forward	9	738354	17595	755949	774959
BALANCES CARRIED FORWARD	9	753974	1424	755398	755949

Balance Sheet
As at 31st December 2019

	Note	Un- Restricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
FIXED ASSETS					
Tangible Assets assets	5a	356496	0	356496	356496
Investment assets	5b	326303	0	326303	335646
Total fixed assets		<u>682799</u>	<u>0</u>	<u>682799</u>	<u>692142</u>
CURRENT ASSETS					
Debtors	6	15733	0	15733	14018
Cash at bank	7	62842	1424	64266	54635
LESS CURRENT LIABILITIES	8	<u>7400</u>	<u>0</u>	<u>7400</u>	<u>4846</u>
Net current assets		<u>71175</u>	<u>1424</u>	<u>72599</u>	<u>63807</u>
NET ASSETS		<u>753974</u>	<u>1424</u>	<u>755398</u>	<u>755949</u>
FUNDS					
Unrestricted	9	753974		753974	738354
Restricted	9		1424	1424	17595
		<u>753974</u>	<u>1424</u>	<u>755398</u>	<u>755949</u>

Approved by the Parochial Church Council on the 16 October 2020
and signed on its behalf by:

Rev Dr. Michel Branscombe

Rev Dr Mike Branscombe
Chairman & Vicar

LH Beighton

Leonard Beighton
Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS For the year ended 31st December 2019

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.

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.

2 INCOMING RESOURCES

	Un- Restricted Funds £	Restricted Funds £	FORMULA Total 2019 £	Total 2018 £
2a Voluntary income				
Planned giving	81020		81020	77,481
Yellow envelopes & Just giving	11542		11542	10,365
Income Tax recovered	26025	25	26050	23,743
Other giving (non GA/CAF etc)	111		111	1,623
Family Magazine donations	1706		1706	1,560
Loose plate collections	17111		17111	17,049
Giving through church boxes	604		604	822
One off Gift Aid gifts	10025	100	10125	12,976
Grants	13112		13112	-
Legacies	9183		9183	10,000
	<u>170439</u>	<u>125</u>	<u>170564</u>	<u>155,619</u>
2b Activities for generating funds				
Magazine advertising	1215		1215	1,410
Social and other events	2032		2032	2,497
Church Gate House lettings	21217		21217	21,198
Donations for use of church	1825		1825	2,389
Other funds generated	320	620	940	1,354
	<u>26609</u>	<u>620</u>	<u>27229</u>	<u>28,848</u>
2c Income from investments				
Rent from flat			0	-
Interest and dividends	1003		1003	1,004
Profit on sale of investments	3218		3218	489
	<u>4221</u>	<u>0</u>	<u>4221</u>	<u>1,493</u>
2d Income from church activities				
Fees for weddings, funerals	7570		7570	8,526
	<u>7570</u>	<u>0</u>	<u>7570</u>	<u>8,526</u>
2e Income from other sources				
Contribution to housing costs			0	
Insurance claims			0	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
TOTAL INCOMING RESOURCES	<u>208839</u>	<u>745</u>	<u>209584</u>	<u>194,486</u>

3 RESOURCES EXPENDED

	Un - Restricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
3a Church activities Grants				
Mission and relief -				
Garden Route Childrens Trust	2000		2000	2000
Operation Mobilisation - Nepal	2000		2000	2000
Bible Society	1075		1075	75
Christians Against Poverty	2000		2000	2000
Leprosy Mission	50		50	75
Subtotal	7125	0	7125	6150
Home Mission -				
Messy Church			0	150
St. Andrews School	650		650	500
Operation Noah			0	1000
A Rocha UK	1000		1000	
Wycliffe Bible Translators				500
Subtotal	1650	0	1650	2150
Other charities -				
Elmbridge Rentstart			0	200
Crisis at Christmas	815		815	510
Leatherhead Youth Project	1000		1000	1000
British Legion			0	20
Princess Alice Hospice	20		20	20
Cobham Area Foodbank	2000		2000	2000
Oasis Childcare	2000		2000	1000
Subtotal	5835	0	5835	4750
carried forward	14610	0	14610	13050
Collections made for			2019	2018
Bishop of Guildford Foundation Trust				1172
Feltonfleet School			902	764
Royal British Legion			346	544
Total collections			1248	2480
Total giving and collections			15858	15530

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
brought forward	14610	0	14610	13050
Church activities (cont'd)				
Parish share	92158		92158	90036
Salaries	34824	1030	35854	37617
Clergy Housing costs	338		338	363
Clergy and assistant staff expenses	604		604	1242
Church running expenses	11926		11926	11585
Church maintenance & repairs	4186	436	4622	3024
Altar, choir, services and music	3899	449	4348	4524
Family magazine costs	4031		4031	3721
CGH running expenses	9899		9899	11238
CGH repairs	3384		3384	2239
Upkeep church yard	520		520	1614
Other property upkeep incl flat	1861		1861	1835
Repairs covered by insurance			0	0
Youth, SAY and Sunday school	810	217	1027	928
Training incl. Sunday School	1329		1329	2849
Time for God youth volunteer	3571	125	3696	
Transforming lives for Good	750		750	
Eccommittee	47		47	127
Vacancy costs			0	3637
Church Roof repairs		6170	6170	
Repairs to car park	15438		15438	0
Bell tower project	477	8479	8956	0
	<u>204662</u>	<u>16906</u>	<u>221568</u>	<u>189629</u>
3b Fund raising costs				
Social and other events	3183		3183	3146
3c Support costs				
Parish Office	10871	10	10881	10726
Independent Examiner	588		588	588
Increase in value of Schroders part of G Sanders fund	529		529	
Bank charges	873		873	830
	<u>12861</u>	<u>10</u>	<u>12871</u>	<u>12144</u>
TOTAL RESOURCES USED	<u>220706</u>	<u>16916</u>	<u>237622</u>	<u>204919</u>
4 Salaries and Fees				
Staff costs (Net of statutory deductions)	26854	1030	27884	29521
HMRC payments *	6683		6683	7075
Nest Pension contributions	1287		1287	1021
	<u>34824</u>	<u>1030</u>	<u>35854</u>	<u>37617</u>

Number of employees

2

2

*Employer, employee NI contributions Income tax and student loan deducted.

Payments to PCC members

In 2019 a total of £2,210, was paid to 2 members of PCC. they had incurred on behalf of the PCC.

In 2018, 2 members of the PCC received £604 as reimbursement of expenses

5 FIXED ASSETS

	Depn Rate 0%	Freehold Land & Buildings £	Equipment £	Total £
5a Tangible Assets				
ACTUAL/DEEMED COST				
At 1st January 2019				
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 2019		356496	43189	399685
DEPRECIATION				
At 1st January 2019			43189	43189
Charge for year			0	0
At 31st December 2019			43189	43189
NET BOOK VALUE				
At 1st January 2019		356496	0	356496
At 31st December 2019		356496	0	356496
5b Investment Assets		Un- Restricted Funds £	Restricted Funds £	Total £
Market Value				
At 1st January 2019				
C of E Inv. Board 15207 Fixed Interest Income shares @ 1.6025		24369		24369
Schroder Charity Fund 28557.53 units@ 10.90		311277		311277
		335646	0	335646
Receipt on sale of Investments in Schroders unrestricted fund				
Sale of Schroders 4291.84 units @ price 1165 2/8/19		50000		
Value of units@ 10.90 31/12/18		46782		
Profit on sale against 31/12/18 value		3218		
912.93 Schroders units in G Sanders fund transferred to Un restricted		9951		
Compensated by cash remittance to diocese for G Sanders fund				
Market Value				
At 31st December 2019				
C of E Inv. Board 15207 Fixed Interest Income shares @ 1.6384		24915		24915
Schroder Charity Fund 25178.62 units @ 11.97		301388		301388
		326303	0	326303
NET REVALUATION GAIN /LOSSES				
C of E Inv. Board 15207 Fixed Interest Income shares		546		546
Schroder Charity Fund 25178.62 units		26941		26941
		27487	0	27487

		2019	2018				
		£	£				
6	DEBTORS						
	Income Tax Recoverable	10242	7680				
	Other debtors	2718	3118				
	Prepayments	2773	3220				
		15733	14018				
7	BANK ACCOUNTS (ALL NATWEST) AND CASH						
	Current Account (Natwest Main account)	34628	20691				
	Current Account (Lloyds bank account)	27868	25969				
	Current Account - Fellowship & Social & cash	1392	1610				
	Current Account - SAY	0	6085				
	Current Account - Lunch club	106	135				
	Petty Cash & other cash	272	145				
		64266	54635				
8	CURRENT LIABILITIES						
	CGH letting paid in advance	493	606				
	Youth and Kids church	0	120				
	CGH running expenses	486	432				
	Funeral fees due to clergy	720					
	CGH and church Utilities	1183	1785				
	Social committee outstanding	352					
	CGH flat utilities	255	0				
	Due to Diocese	707	764				
	Administration parish charge card	816	547				
	Independent examiner fee accrual	588	592				
	Disbursements to Youth volunteer due in 2020	1800					
		7400	4846				
9	MOVEMENT OF FUNDS						
		1st Jan 2019	Income P/L sheet	Expenditure P/L sheet	Investment Gains/(losses)	Transfers Out In	31st Dec 2019
	Unrestricted Fund	738354	208839	220706	27487		753974
	Restricted Fabric Furnishing & P Joce & Flag	9883	85	9554			414
	Belltower and others donation	5000	535	5535			0
	Restricted Music Resource and altar covering fund	973		350			623
	Restricted Appeals/Prayer week	425		153			272
	All Youth restricted Funds	1314	125	1324			115
	Total	755949	209584	237622	27487	0 0	755398

**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 2019, 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
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD



6 JULY 2020