

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2014

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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 2014 until the date this report was approved are:

Rector:	Revd. Robert Jenkins	Chairman
Associate Rector with special responsibility for Stoke D'Abernon	Revd. Godfrey Hilliard	
Associate Minister:	Revd. Renos Pittarides	
Assistant Curate:	Revd. Folli Olokose	
Assistant Curate	Revd. Charleen Hollington	(from June 2014)
Licensed Lay Minister	Hugh Bryant	
Churchwardens	David Taylor Monilola Babatunde	Lay Vice Chair
Representatives on The Deanery Synod	Hugh Bryant Michael Elson Geoffrey Morris	
Children and Families Worker	Catherine Peachey	(to October 2014)
Elected members:	Sam Acquaye Ken Aitken Keith Baird Leonard Beighton Edward Bowen Lyndon Ferguson Michael Flaxman Chris Foss Tania Hall Sue Kilpatrick Daphne McFarlane Shirley Mensa Clive Moorman Benilda Navamani Sean Pringeur-James Phil Slade Nick Tamblyn Liberty Teissedre	Treasurer Secretary (to September 2014) (from March 2014) (to March 2014) (from March 2014) (to March 2014) (to March 2014) (from March 2014)

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.

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 promote the mission of the church in the parish. Our worship life remains well attended. Our children's work is well established and in 2014 good progress was made with the development of our Christian youth club, SAY its Sunday. Folli Olokose, our stipendiary training curate, was ordained priest in July. In June we welcomed Revd Charleen Hollington to the ministry team as a non-stipendiary training curate. Charleen completed two years training in another parish and will complete her training in the benefice. St Andrew's continues its strong record as a parish that encourages vocations and offers training for new ministers. Our five-year vision, To Know, Glorify and Make Christ Known, continues to shape the priorities for the parish. Key priorities are to develop our welcome and administration. Following severe flooding to the parish centre on Christmas Eve 2013 a major reinstatement and rebuilding project was completed in August 2014. The refurbished building includes a new parish office and welcome area. Flood defences have been installed. The works were funded by insurance claims and a substantial legacy. We appointed Elaine Bray to the new post of Communications and Administration Manager in August 2014. Pastoral work with the bereaved, sick and elderly, including homes and day centres continues. St Andrew's conducts a significant number of baptisms, funerals and weddings each year.

St Andrew's Parochial Church Council, Cobham

The PCC were again able to donate almost 10% of its voluntary income to mission and relief work throughout the world.

Links with the local community continue with our support for St Andrew's School and Cobham Children's Centre. Church members have played key roles in establishing and running the new Cobham Area Foodbank. The Rector and church members have continued working on a new community centre and library in the centre of Cobham to ensure that Cobham's Children's Centre and other community groups are well provided for. The centre will open in Spring 2015. The church continues to welcome the community for classical concerts and on Heritage Day each year and the refurbished parish centre is proving popular as a venue for local organisations and families.

FINANCIAL REVIEW

Total unrestricted income of £359,098 includes a legacy from the estate of a parishioner of £92,643. After deducting expenditure of £431,582 a deficiency of £72,483 resulted. The legacy, the first half of which was received last year, has been used to pay for the improvements to Church Gate House and some of the church lighting improvements.

Unrealised gains on investments of £13,477, resulted in a balance of unrestricted reserves carried forward of £743,621.

Due mainly to an increase in unrealised gains on investments, restricted reserves carried forward increased to £129,495. The Gerald Saunders Fund of £79,772 and the Fabric Fund of £46,376 largely account for the restricted reserves.

Planned giving income was £1,100 down on last year, with leavers from the scheme almost offset by new or increased giving. Both yellow envelope and loose plate receipts were similar to the previous year. JustGiving and other one off donations were £5,000 higher than the previous year.

Total unrestricted expenditure increased by £196,000 due mainly to the renovations and refurbishment of Church Gate house following the floods of last winter.

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. A review of the level and need for our reserves will take place in 2015.

St Andrew's Parochial Church Council, Cobham

**Statement of Financial Activities
For the year ending 31st December 2014**

	Note	Un - restricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
INCOMING RESOURCES					
Voluntary income	2a	236697	12040	248737	238577
Activities for generating funds	2b	21338		21338	29610
Income from investments	2c	10924	389	11313	11530
Income from church activities	2d	7567		7567	11722
Income from other sources	2e	82572		82572	3233
TOTAL INCOMING RESOURCES		<u>359098</u>	<u>12429</u>	<u>371527</u>	<u>294672</u>
RESOURCES EXPENDED					
Fund raising costs	3b	11006		11006	11369
Church activities	3a	406150	10363	416513	221629
Support costs	3c	14426		14426	9819
TOTAL RESOURCES USED		<u>431582</u>	<u>10363</u>	<u>441945</u>	<u>242817</u>
Net incoming/(outgoing) resources		-72484	2066	-70418	51855
Transfers between funds	9	195	-195		
Gains and losses on investment assets	5b	13477	36846	50323	94769
NET MOVEMENT IN FUNDS		<u>-58812</u>	<u>38717</u>	<u>-20095</u>	<u>146624</u>
Balances brought forward		802433	90779	893212	746588
BALANCES CARRIED FORWARD	9	<u>743621</u>	<u>129496</u>	<u>873117</u>	<u>893212</u>

St Andrew's Parochial Church Council, Cobham

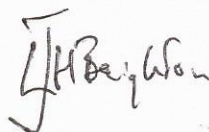
Balance Sheet
As at 31st December 2014

	Note	Un- Restricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
FIXED ASSETS					
Tangible assets	5a	356496		356496	357874
Investment assets	5b	<u>321930</u>	<u>140216</u>	<u>462146</u>	<u>411823</u>
Total fixed assets		<u>678426</u>	<u>140216</u>	<u>818642</u>	<u>769697</u>
CURRENT ASSETS					
Debtors	6	24914	253	25167	14854
Cash at bank	7	53219	-10912	42307	121426
CURRENT LIABILITIES	8	<u>-12938</u>	<u>-61</u>	<u>-12999</u>	<u>-12765</u>
Net current assets		<u>65195</u>	<u>-10720</u>	<u>54475</u>	<u>123515</u>
NET ASSETS		<u>743621</u>	<u>129496</u>	<u>873117</u>	<u>893212</u>
FUNDS					
Unrestricted		743621		743621	802433
Restricted			129496	129496	90779
		<u>743621</u>	<u>129496</u>	<u>873117</u>	<u>893212</u>

Approved by the Parochial Church Council on the 24th March 2015
and signed on its behalf by:



The Revd Robert Jenkins
Chairman



Leonard Beighton
Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS
For the year ended 31st December 2014

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 SORP 2005.

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. Equipment lost in the flood has 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 2014 £	Total 2013 £
2a Voluntary income				
Planned giving	80728		80728	81825
Yellow envelopes	10177		10177	10331
Income Tax recovered	22738	931	23669	23217
Other giving (non GA/CAF etc)	4730	237	4967	2537
'Family' donations	1255		1255	1471
Loose plate collections	11087	208	11295	10855
Charity/Appeal collections		8164	8164	3641
Giving through church boxes	652		652	533
One off Gift Aid gifts	7687		7687	4670
Grants	5000	2500	7500	1000
Legacies	92643		92643	98497
	<u>236697</u>	<u>12040</u>	<u>248737</u>	<u>238577</u>
2b Activities for generating funds				
Bookstall/stationery sales	1856		1856	682
Magazine advertising	1075		1075	906
Social and other events	7771		7771	4124
Church Gate House lettings	10636		10636	23898
	<u>21338</u>		<u>21338</u>	<u>29610</u>
2c Income from investments				
Rent from flat	9900		9900	9900
Interest and dividends	1024	389	1413	1630
	<u>10924</u>	<u>389</u>	<u>11313</u>	<u>11530</u>
2d Income from church activities				
Fees for weddings, funerals	7567		7567	11722
	<u>7567</u>		<u>7567</u>	<u>11722</u>
2e Income from other sources				
Contribution to housing costs	4800		4800	2800
Sale of surplus assets				433
Insurance claim	77772		77772	0
	<u>82572</u>		<u>82572</u>	<u>3233</u>
TOTAL INCOMING RESOURCES	<u>359098</u>	<u>12429</u>	<u>371527</u>	<u>294672</u>

3 RESOURCES EXPENDED

	Un - Restricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
3a Church activities Grants				
Mission and relief -				
Kosovo	1334		1334	
Operation Mobilisation	1500		1500	
Tear Fund		1750	1750	
Bible Society		19	19	
DEC Syria				1195
Bible Society				1575
African I/ Gulu	1500		1500	1500
Water Aid				20
Christians Against Poverty	1500		1500	
DEC Phillipines				2305
DEC Gaza		1446	1446	
DEC Ebola	370	813	1183	
Leprosy Mission				75
Embrace the Middle East				1500
FRRME	1500		1500	
Amos Trust	1500		1500	
Home Mission -				
Bellringers' Guild	50		50	50
St. Andrews School	500		500	500
Guildford Cathedral	100		100	300
Salvation Army				9
Bishop of Guildford Foundation		348	348	300
Children's Society		232	232	592
Wives Fellowship	809		809	
Other charities -				
Citizens Advice Bureau	200		200	200
Elmbridge Rentstart	200		200	200
British Legion	392		392	395
Feltonfleet School	655		655	822
CODS Youth Action	1500		1500	1500
Princess Alice Hospice				27
Crisis at Christmas				250
Cobham Foodbank				1500
Oasis Childcare	1500	2145	3645	1500
Cobham Village Hall				100
Leatherhead Start				250
British Lung Foundation	213		213	
Cancer Research	214		214	
Motor Neurone Assn	175		175	
carried forward	15712	6753	22465	16665

St Andrew's Parochial Church Council, Cobham

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
brought forward	15712	6753	22465	16665
Church activities (cont'd)				
Note				
Parish share	82786		82786	81967
Clergy expenses	5272	658	5930	6586
Clergy Housing costs	24524		24524	14972
Church running expenses	9111		9111	9829
Church maintenance	3155	102	3257	5167
Church flood damage	5901		5901	
Altar, choir, services	2173		2173	1893
'Family' and bookstall	309		309	278
CGH running expenses	11863		11863	19791
CGH flood damage	62266		62266	
Other property upkeep	2082		2082	3809
Training incl. Sunday School	1676	2850	4526	3671
Major repairs - structure	147284		147284	27189
Movable furnishings	3886		3886	7307
Depreciation	1379		1379	384
Salaries and Fees	26347		26347	22120
Interest	424		424	
	<u>406150</u>	<u>10363</u>	<u>416513</u>	<u>221628</u>
3b	Fund raising costs			
	11006		11006	7094
				4276
3c	Support costs			
	13838		13838	9819
	588		588	
	<u>431582</u>	<u>10363</u>	<u>441945</u>	<u>242817</u>
4	Salaries and Fees			
	13667			8410
	45			134
	12635			13576
	<u>26347</u>			<u>22120</u>
	<u>4</u>			<u>4</u>

Payments to PCC members

Grants of £1014 were made to the clergy from the Gerald Saunders Fund, a legacy endowed for the benefit of the clergy.

Mrs C Peachey, a Trustee, was employed as the Children and Families Worker for part of the year at an annual salary of £8000pa.

St Andrew's Parochial Church Council, Cobham

5 FIXED ASSETS

5a	Tangible Assets	Depn Rate 0%	Freehold Land & Buildings £	Equipment £	Total £
	ACTUAL/DEEMED COST				
	At 1st January 2014				
	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 2014		<u>356496</u>	<u>43189</u>	<u>399685</u>
	DEPRECIATION				
	At 1st January 2014			41811	41811
	Charge for year			1378	1378
	At 31st December 2014			<u>43189</u>	<u>43189</u>
	NET BOOK VALUE				
	At 1st January 2014		356496	1378	358258
	At 31st December 2014		<u>356496</u>	<u>0</u>	<u>356496</u>

5b Investment Assets

5b	Investment Assets	Un- Restricted Funds £	Restricted Funds £	Total £
	Market Value			
	At 1st January 2014			
	C of E Inv. Board 4955.86 shares		62829	62829
	C of E Inv. Board 15207 shares	23428		23428
	Schroder Charity Fund 35218.71 units	285025		285025
	Signet Jewelers 850 shares		40541	40541
		<u>308453</u>	<u>103370</u>	<u>411823</u>
	Market Value			
	At 31st December 2014			
	C of E Inv. Board, 5151.06 shares		68782	68782
	C of E Inv. Board 15207 shares	25318		25318
	Schroder Charity Fund 35218.71 units	296612		296612
	Signet Jewelers 850 shares		71434	71434
		<u>321930</u>	<u>140216</u>	<u>462146</u>
	NET REVALUATION GAIN	13477	36846	50323

St Andrew's Parochial Church Council, Cobham

		2014	2013
		£	£
6	DEBTORS		
	Income Tax Recoverable	5563	5605
	Other debtors	13657	3048
	Prepayments	2947	3201
	Rent deposit	3000	3000
		<u>25167</u>	<u>14854</u>
7	CASH AT BANK		
	Current Account	40134	84931
	CAF Deposit Account	126	29105
	Current Account - F & Social	1092	872
	Current Account - CGHC	90	65
	Current Account - SAY	575	575
	Current Account - Lunch club	131	158
	Current Account - SAY its Friday		5720
	Petty Cash	159	
		<u>42307</u>	<u>121426</u>
8	CURRENT LIABILITIES		
	CGH running expenses	428	210
	Utilities	870	1285
	CGH and Church maintenance	1179	252
	Outward Giving Grants	2108	
	Others	4552	3260
	Due to Diocese	540	7758
	CGH flood damage costs	3322	
		<u>12999</u>	<u>12765</u>

	MOVEMENT OF FUNDS					
	Un- Restricted General	Restricted Saunders	Restricted Music Resource	Restricted Fabric	Restricted Appeals	Total 2012
	£	£	£	£	£	£
1st January 2014	802433	49539	118	37992	3130	893212
Income	359098	354	237	2534	9303	371526
Expenditure	431582	819		102	9440	441943
Investment Gains	13477	30893		5952		50322
Transfers	195	-195				
31st December 2014	<u>743621</u>	<u>79772</u>	<u>355</u>	<u>46376</u>	<u>2993</u>	<u>873117</u>

**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 2014, 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.

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25 March 2015