

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2018

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 to 31 December 2018 were:

Rector: Chairman	Revd Dr Michael Branscombe	(From September 2018)
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Associate Rector with special responsibility for Stoke D'Abernon:

Revd Godfrey Hilliard	(To September 2018)
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Associate Minister	Revd Charleen Hollington
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Licensed Children Families and Youth Minister

Esther Holley

Churchwardens:

Michael Elson
Michael Flaxman

(from December 2018)
Lay Vice Chairman
(to September 2018)

Fiona Lascelles
David Taylor

(to September 2018)
(from December 2018)

Lay Representatives on the Deanery Synod:

Leonard Beighton
Michael Elson
Geoffrey Morris

Secretary to the PCC

Elected members:

Keith Baird
Elizabeth Bradley
Judy Franz
Malcolm Graham
Peter Kelly
Sue Kilpatrick
Daphne McFarlane
Shirley Mensah
Clive Moorman
Lindsay Sainsbury
Elaine Slade
Phil Slade
Carrie Taylor
David Taylor

Treasurer

(To September 2018)
(To September 2018)

Co-opted

Moni Babatunde
David Greenwood

(From September 2018)

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. This arrangement became subject to a Pastoral Reorganisation during the second half of 2018. In February 2019 the United benefice ended whereby St Andrew and St Mary became separate single benefices.

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

In September 2018 Revd Dr Michael Branscombe was licensed as Priest-in-Charge of the United Benefice during a time of pastoral reorganisation. His initial months were spent in learning about the parish and managing changes brought about by the resignation of the Churchwardens in September. During a long vacancy many people take on new responsibilities and our new priest is keen to thank those who have done so much, our non-stipendiary minister, Revd Charleen Hollington, Retired Priest, Revd Peter Vickers, training Ordinand, Moni Babatunde and Children & Youth minister, Esther Holley and Elaine Bray, Communications & Administration Manager handling the increased workload in our busy Parish Office.

David Taylor and Cathy Whitnall have also helped with occasional preaching. Kevin Ayton has continued to act as Director of Music pending a permanent appointment Which was made in March 2019

St Andrew's Parochial Church Council, Cobham

We still continue to develop the five-year vision for the parish, Vision 2018. Church attendance is a little decreased, but this is not uncommon when there is a vacancy. Our vision priorities continued to be focused on Worship, Children Family & Youth, Generosity, Financial Management and Faith and Social Action. Progress continued to be made in the Children and Youth ministry as Esther Holley grows her mission at St Andrew's both with the church family as well as in the community through her work with Elmbridge Family Services in Cobham.

We consider our Children and Youth Ministry is key to the present and future of our church. We also continued to sustain other strong links with the local community, in particular with our support for St Andrew's School, Messy Church, Oasis Family Centre, Cobham Area Foodbank and Heritage Day.

In order to fill the post of Rector for the United Benefice was advertised for a second time in January 2018 and in March 3 candidates were invited and visited the parish to meet members of the congregation and for interviews the next day. One candidate was offered the role but subsequently declined it. The other two candidates were not offered the role. The Bishop of Dorking then introduced Revd Dr Mike Branscombe to the Churchwardens who then invited him and his family to visit the parish and be interviewed in June 2018. Following the visit and interview Mike was appointed Priest-in-Charge.

FINANCIAL REVIEW

The accounts exclude the balances of the G Sanders fund which is explained in note 2 of the accounts.

Total unrestricted income was £192,811, after deducting expenditure of £190,885 a surplus of £1,926 resulted. This surplus was partly caused by unrestricted legacy of £10,000 from Ray Sherlock without which the deficiency before the revaluation of investments on unrestricted funds would be £8,074.

Unrealised loss of £8,577 on investments in the unrestricted fund resulted in a balance of unrestricted reserves carried forward of £738,354.

The restricted reserves decreased from £29,954 to £17,595, a decrease of £12,359. Most of this was due to restricted income of £1,575 being exceeded by restricted expenditure of £14,034 leading a deficit in the year of £12,359. The restricted reserves carried forward are £17,595.

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 2018

		Un - restricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
	Note				
INCOMING RESOURCES					
Voluntary income	2a	154619	1000	155619	170955
Activities for generating funds	2b	28173	675	28848	30197
Income from investments	2c	1493	0	1493	10724
Income from church activities	2d	8526	0	8526	7237
Income from other sources	2e	0	0	0	3779
TOTAL INCOMING RESOURCES		192811	1675	194486	222892
RESOURCES EXPENDED					
Fund raising costs	3b	3146	0	3146	3349
Church activities	3a	175595	14034	189629	199591
Support costs	3c	12144	0	12144	13715
TOTAL RESOURCES USED		190885	14034	204919	216655
Net incoming/(outgoing) resources		1926	-12359	-10433	6237
Transfers between funds	9				
Gains and losses on investment assets	5b	-8577	0	-8577	28272
NET MOVEMENT IN FUNDS		-6651	-12359	-19010	34509
Balances brought forward		745005	29954	774959	740450
BALANCES CARRIED FORWARD	9	738354	17595	755949	774959

St Andrew's Parochial Church Council, Cobham

Balance Sheet
As at 31st December 2018

	Note	Un- Restricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
FIXED ASSETS					
Tangible Assets	5a	356496	0	356496	356496
Investment assets	5b	335646	0	335646	363733
Total fixed assets		<u>692142</u>	<u>0</u>	<u>692142</u>	<u>720229</u>
CURRENT ASSETS					
Debtors	6	14018	0	14018	10303
Cash at bank	7	37040	17595	54635	49544
LESS CURRENT LIABILITIES	8	<u>4846</u>	<u>0</u>	<u>4846</u>	<u>5117</u>
Net current assets		<u>46212</u>	<u>17595</u>	<u>63807</u>	<u>54730</u>
NET ASSETS		<u>738354</u>	<u>17595</u>	<u>755949</u>	<u>774959</u>
FUNDS					
Unrestricted	9	738354		738354	745005
Restricted	9		17595	17595	29954
		<u>738354</u>	<u>17595</u>	<u>755949</u>	<u>774959</u>

Approved by the Parochial Church Council on the 12th April 2019
and signed on its behalf by:

Rev. Dr. Mike Branscombe

Rev Dr Mike Branscombe
Vicar

Leonard Beighton

Leonard Beighton
Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS
For the year ended 31st December 2018

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.

2 DECONSOLIDATION OF THE G SANDERS FUND

The G Sanders fund was a gift to the church wardens which originated in 1956 and in broad terms is an endowment for the benefit of the clergy of St Andrew's Church Cobham and their families. In 2012 the fund was included in the PCC accounts as a restricted fund.

This treatment has been reconsidered in conjunction with a Custodian Trust Administrator at the Diocese, and it was decided that that the figures should not be in our accounts and the assets etc. should be in the custody of the Diocesan Board of Finance.

The account balances which have been excluded from these accounts due to the deconsolidation of the G Sanders trust are as follows.

Investment assets	2018 £	2017 £
C of E Inv. Board Investment Fund Income shares 5349.07 units	86,379	86,751
Schroders Charity Fund 912.93 units	9,951	10,188
Cash at Bank	11,122	9,528
Total Assets and Fund Reserves	107,452	106,467

Income	£	£
Dividends from Investments	2,907	2,845
Less Expenses		
Benefits paid out	1,312	120
Change in value of investments	-609	7,175
Net change in value of Fund	985	9,900

2 INCOMING RESOURCES

	Un- Restricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
2a Voluntary income				
Planned giving	77481		77481	76,270
Yellow envelopes & Just givi	10365		10365	11,987
Income Tax recovered	23743		23743	20,454
Other giving (non GA/CAF e	623	1000	1623	900
Together donations	1560		1560	1,518
Loose plate collections	17049		17049	14,096
Giving through church boxe	822		822	555
One off Gift Aid gifts	12976		12976	2,860
Grants			0	1,000
Legacies	10000		10000	41,315
	<u>154619</u>	<u>1000</u>	<u>155619</u>	<u>170,955</u>
2b Activities for generating funds				
Magazine advertising	1410		1410	975
Social and other events	2497		2497	2,014
Church Gate House lettings	21198		21198	21,909
Donations for use of church	2389		2389	1,885
Other funds generated	679	675	1354	3,414
	<u>28173</u>	<u>675</u>	<u>28848</u>	<u>30,197</u>
2c Income from investments				
Rent from flat			0	9,720
Interest and dividends	1004		1004	1,004
Profit on sale of investment	489		489	-
	<u>1493</u>	<u>0</u>	<u>1493</u>	<u>10,724</u>
2d Income from church activities				
Fees for weddings, funerals	8526		8526	7,237
	<u>8526</u>	<u>0</u>	<u>8526</u>	<u>7,237</u>
2e Income from other sources				
Contribution to housing costs			0	2,051
Insurance claims			0	1,728
	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,779</u>
TOTAL INCOMING RESOL	192811	1675	194486	222,892

3 RESOURCES EXPENDED

	Un - Restricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
3a Church activities Grants				
Mission and relief -				
Garden Route Childrens Trust	2000		2000	1500
Operation Mobilisation - Nepal	2000		2000	1500
Bible Society	75		75	75
Christians Against Poverty	2000		2000	1500
Leprosy Mission	75		75	75
"Overseas Ordinand"			0	-500
Elmbridge CAN			0	1500
Subtotal	6150	0	6150	5650
Home Mission -				
Prison Fellowship			0	500
Messy Church	150		150	
Bellringers' Guild			0	50
St. Andrews School	500		500	500
Guildford Cathedral			0	100
Operation Noah	1000		1000	500
Wycliffe Bible Translators	500		0	1500
Subtotal	2150	0	2150	3150
Other charities -				
Citizens Advice Bureau (Esher)			0	100
Elmbridge Rentstart	200		200	250
Crisis at Christmas	510		510	335
Chatterbus			0	335
Leatherhead Youth Project	1000		1000	1000
British Legion	20		20	15
Princess Alice Hospice	20		20	30
Cancer Research			0	15
Cobham Area Foodbank	2000		2000	1500
RASAC -Guildford(Rape/Abuse)			0	0
Oasis Childcare	1000		1000	1500
Subtotal	4750	0	4750	5080
carried forward	13050	0	13050	13880
Collections made for/ Donations from Kosevo charity disbursed			2018	2017
Bishop of Guildford Foundation Trust			1172	
DEC East Africa				1323
DEC Rohingya				563
Rev Robert Jenkins				2284
Feltonfleet School			764	710
Art exhibition and plant sale fund raising for				
A. Garden Root Childrens Trust				990
B Operation Mobilisation - Nepal				990
Rev Folli Olokose				2115
Royal British Legion			544	284
Operation Mobilisation - Nepal				455
Mothers Union				125
Barnabas foundation				141
Total collections			2480	9980
Total giving and collections			15530	23860

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
brought forward	13050	0	13050	13880
Church activities (cont'd)				
Parish share	90036		90036	86180
Salaries	26674	10943	37617	38164
Clergy Housing costs	363		363	12547
Clergy and assistant staff expenses	1242		1242	1493
Church running expenses	11585		11585	6745
Church maintenance & repairs	782	2242	3024	2282
Altar, choir, services	4524		4524	3602
'Together' magazine costs	3721		3721	4069
CGH running expenses	11238		11238	8816
CGH repairs	2239		2239	2740
Upkeep church yard	1614		1614	
Other property upkeep	1835		1835	963
Repairs covered by insurance			0	1728
Youth, SAY and Sunday school	197	731	928	5223
Training incl. Sunday School	2731	118	2849	1183
Church Lighting project			0	4025
Ecocommittee	127		127	215
Vacancy costs	3637		3637	5736
	<u>175595</u>	<u>14034</u>	<u>189629</u>	<u>199591</u>
3b Fund raising costs				
Social and other events	3146		3146	3349
3c Support costs				
Parish Office	10672		10672	12137
Independent Examiner	588		588	588
Bank charges	884		884	990
	<u>12144</u>	<u>0</u>	<u>12144</u>	<u>13715</u>
TOTAL RESOURCES USED	<u>190885</u>	<u>14034</u>	<u>204919</u>	<u>216655</u>
4 Salaries and Fees				
Staff costs (Net of statutory deductions)	18578	10943	30542	31039
HMRC payments *	7075		7075	7125
Nest Pension contributions	1021		1021	397
	<u>26674</u>	<u>10943</u>	<u>37617</u>	<u>38164</u>
Number of employees	<u>2</u>			<u>2</u>

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

Payments to PCC members

In addition a total of £ 604 (2017 £6,177) was paid to 2 members(2017 -6) of the PCC as reimbursement of expenses they had incurred on behalf of the PCC.

5 FIXED ASSETS

	Depn Rate 0%	Freehold Land & Buildings £	Equipment £	Total £
5a Tangible Assets				
ACTUAL/DEEMED COST				
At 1st January 2018				
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 2018		356496	43189	399685
DEPRECIATION				
At 1st January 2018			43189	43189
Charge for year			0	0
At 31st December 2018			43189	43189
NET BOOK VALUE				
At 1st January 2018		356496	0	356496
At 31st December 2018		356496	0	356496

5b Investment Assets		Un- Restricted Funds £	Restricted Funds £	Total £
Market Value				
At 1st January 2018				
C of E Inv. Board 5349.07 Investment Fund Income shares				0
C of E Inv. Board 15207 Fixed Interest Income share		25520		25520
Schroder Charity Fund 30305.78 units		338213		338213
Schroder Charity Fund 912.93 units				0
		363733	0	363733
Receipt on sale of Investments in Schroders unrestricted fund				
Sale of Schroders 1748.25 units @ price 1144		20000		
Value of units@ 1116 31/12/17		19510		
Profuit on sale against 31/12/17 value		490		
Market Value				
At 31st December 2018				
C of E Inv. Board 5349.07 Investment Fund Income shares				0
C of E Inv. Board 15207 Fixed Interest Income share		24369		24369
Schroder Charity Fund 28557.53 units		311277		311277
Schroder Charity Fund 912.93 units				0
		335646	0	335646
NET REVALUATION GAIN /LOSSES				
C of E Inv. Board 5349.07 Investment Fund Income shares			0	0
C of E Inv. Board 15207 Fixed Interest Income share		-1151		-1151
Schroder Charity Fund 30305.78 units		-7426		-7426
Schroder Charity Fund 912.93 units			0	0
		-8577	0	-8577

	2018 £	2017 £
6 DEBTORS		
Income Tax Recoverable	7680	6368
Other debtors	3118	865
Prepayments	3220	3070
	14018	10303
7 BANK ACCOUNTS (ALL NATWEST) AND CASH		
Current Account (Natwest Main account)	20691	35996
Current Account (Lloyds bank account)	25969	
Current Account - Fellowship & Social	1610	1282
Current Account - SAY	6085	12126
Current Account - Lunch club	135	88
Petty Cash & other cash	145	52
	54635	49544
8 CURRENT LIABILITIES		
CGH letting paid in advance	606	1343
Youth and Kids church	120	343
CGH running expenses	432	702
CGH and church Utilities	1785	0
CGH flat utilities	0	209
Due to Diocese	764	0
Administration	547	1098
Independent examiner fee accrual	592	588
Others		834
	4846	5117

9 MOVEMENT OF FUNDS

	1st Jan 20	Income	Expenditure	Investment Gains/(losses)	Transfer Out	Transfers In	31st Dec 2018
Unrestricted Fund	745005	192811	190885	-8577			738354
Restricted Fabric Furnishing & P Joce & Flag	11966	151	2234				9883
Belltower Saunders legacy	5000						5000
Restricted Music Resource and altar covering fund	949	24					973
Restricted Appeals/Prayer week	425						425
All Youth restricted Funds	11614	1500	11800				1314
Total	774959	194486	204919	-8577	0	0	755949

**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 2018, which are set out on pages 1 to 14.

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



12 April 2019