

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2020

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 2020 were:

Rector: Chairman	Revd Dr Michael Branscombe	
Associate Ministers	Revd Charleen Hollington Revd Dr Monilola Babatunde	
Churchwardens:	Michael Elson David Taylor Paul Hurrell	(To October 2020) (From October 2020)
Lay Representatives on the Deanery Synod:	Leonard Beighton Secretary to the PCC Claire Costard Michael Elson* David Greenwood Geoffrey Morris* David Taylor	(To November 2020) (From December 2020) (From December 2020) (From December 2020) (From December 2020)
Elected members:	Keith Baird Leonard Beighton Elizabeth Bradley Kim Constable Malcolm Graham David Greenwood Peter Kelly Sue Kilpatrick Freddie Marshall Clive Moorman Carrie Taylor David Tipping	(From October 2020) Treasurer (To October 2020) (To October 2020)
Co-opted	Tolani Martin	

*Michael Elson and Geoff Morris are from November 2020 no longer elected members of Deanery Synod, but remain on it by virtue of being members of the Diocesan Synod.

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

2020 has raised challenges for St Andrew's, Cobham that were not expected and had never been planned for. As the global Coronavirus pandemic took hold in the spring everything about our mission and ministry as a parish changed. From March until August our church buildings were closed and worship moved to an internet livestreams. A limited return to in-person worship began in August, along with a simultaneous livestream, until the church was closed again just before Christmas. Our Deacon, Moni Babatunde, had her ordination to the priesthood postponed from July until October.

Our Children and Youth volunteer, Pearl Agyakwa, had to leave St Andrew's when Time For God suspended its volunteer programme for 2020. However, despite all the challenges of 2020 St Andrew's has continued to serve Cobham in practical and spiritual ways and has been at the heart of the community response to the pandemic.

FINANCIAL REVIEW

Total unrestricted income was £397,988. After deducting expenditure of £176,481, the surplus was £221,507.

The Council was most fortunate to receive a legacy of £241,926 from the estate of Gerald Stanford, MBE. Without this legacy, the unrestricted deficit would have been £20,419.

St Andrew's Parochial Church Council, Cobham

FINANCIAL REVIEW (continued)

Because of the pandemic, 2020 was a particularly difficult year in so many ways, not least financially. In particular Church Gate House was closed for over nine months and with it the loss of income from letting it out. While expenditure on maintaining it was cut, inevitably the scope for so doing was very much less.

Voluntary income was also well down, but within that encouragingly planned giving increased. On the other hand plate income fell very sharply. This was due not only to the lack of collections during our usual Sunday and occasional services, but also to the absence of school carol services where the parents are often very generous.

We shall be undertaking more analysis of these figures. Whatever the reasons, the operational deficit of over £20,000 followed a significant number of years when we have had a deficit of much the same order,

This cannot go on for much longer if St Andrew's is to maintain its ministry and mission at its current level. In particular much of our planned giving comes from our older members, many of whom may not be with us in five or ten years or a little longer. If we do not take steps now to rejuvenate the source of the giving we so generously receive, it may become too late. We cannot generally use legacies to fund the day-to-day running of the Church.

Reverting to Gerald Stanford's legacy, the Council decided at meetings on 8 September 2020 (after the first receipt from the estate) and 26 January 2021 that it should be transferred to three designated funds called, 'Now', 'Later' and 'Never' in the ratio of 35%, 60% and 5%. The accounts show the allocation to these designated funds of those decisions.

The Now fund would be used for expenditure to update our communications, signage, visual identity, logo, audio technology and similar expenditure.

The Later fund would be used towards extending our vision and implementing the work of the "Moving Forward Group."

The Never fund would be used for charitable causes particularly those in which Gerald was involved e.g. Chatterbus.

A Designated fund for repairs to the Belltower chamber improvements of £5,000 was also set up.

The losses on investments in the unrestricted fund in the period was £36,637 resulted in a balance of unrestricted reserves carried forward of £753,974.

The Designated funds received the transfer from the Unrestricted Funds of £ 246,926 with a net expenditure exceeding income by £2,509 leaving a balance of £244,417

The Restricted reserves decreased from £1,424 to £894, a decrease of £530.

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 2020

	Note	Un - restricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
INCOMING RESOURCES						
Voluntary income	2a	382839		17398	400237	170564
Activities for generating funds	2b	8821		0	8821	27229
Income from investments	2c	3343	91	0	3434	4221
Income from church activities	2d	2985		0	2985	7570
Income from other sources	2e	0		0	0	0
TOTAL INCOMING RESOURCES		397988	91	17398	415477	209584
RESOURCES EXPENDED						
Fund raising costs	3b	764		0	764	3183
Church activities	3a	168088	2600	17642	188330	221568
Support costs	3c	7629		286	7915	12871
TOTAL RESOURCES USED		176481	2600	17928	197009	237622
Net incoming/(outgoing) resources		221507	-2509	-530	218468	-28038
Transfers between funds	9	-246926	246926			
Gains and losses on investment assets	5b	-36637		0	-36637	27487
NET MOVEMENT IN FUNDS		-62056	244417	-530	181831	-551
Balances brought forward		753974	0	1424	755398	755949
BALANCES CARRIED FORWARD	9	691918	244417	894	937229	755398

Balance Sheet
As at 31st December 2020

	Note	Un- Restricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
FIXED ASSETS						
Tangible Assets	5a	356496	0	0	356496	356496
Investment assets	5b	289666	0	0	289666	326303
Total fixed assets		<u>646162</u>	<u>0</u>	<u>0</u>	<u>646162</u>	<u>682799</u>
CURRENT ASSETS						
Debtors	6	18093	0	0	18093	15733
Deposit Account	7	0	130092		130092	
Cash at bank	8	34771	114325	894	149990	64266
LESS CURRENT LIABILITIES	9	7108		0	7108	7400
NET CURRENT ASSETS		<u>45756</u>	<u>244417</u>	<u>894</u>	<u>291067</u>	<u>72599</u>
NET ASSETS		<u>691918</u>	<u>244417</u>	<u>894</u>	<u>937229</u>	<u>755398</u>
FUNDS						
Unrestricted	9	691918			691918	753974
Designated	9		244417		244417	
Restricted	9			894	894	1424
		<u>691918</u>	<u>244417</u>	<u>894</u>	<u>937229</u>	<u>755398</u>

Approved by the Parochial Church Council on the 23rd April 2021
 and signed on its behalf by:

Rev. Dr. Mike Branscombe

Rev Dr Mike Branscombe
 Chairman & Vicar

LJB Beighton

Leonard Beighton
 Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS For the year ended 31st December 2020

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.

Designated funds are funds put aside from the Unrestricted funds by the Parochial Church Council for a special purpose. They can be return to Unrestricted funds if the Parochial Church Council subsequently decides.

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.

St Andrew's Parochial Church Council, Cobham

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 £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
2a Voluntary income					
Planned giving	85968			85968	81,020
Yellow envelopes & Just giving	11559			11559	11,542
Income Tax recovered	23596		1852	25448	26,050
Other giving Sumup (non GA/CAF etc)	5722			5722	111
Family Magazine donations	1011			1011	1,706
Loose plate collections	2857			2857	17,111
Giving through church boxes	210			210	604
One off Gift Aid gifts	9990			9990	10,125
Grants for car park renovation				0	13,112
Spire and weather vane fund raising			15546	15546	-
Legacies	241926			241926	9,183
	<u>382839</u>	<u>0</u>	<u>17398</u>	<u>400237</u>	<u>170,564</u>
2b Activities for generating funds					
Magazine advertising	250			250	1,215
Social and other events	489			489	2,032
Church Gate House lettings	7537			7537	21,217
Donations for use of church	145			145	1,825
Other funds generated	400			400	940
	<u>8821</u>	<u>0</u>	<u>0</u>	<u>8821</u>	<u>27,229</u>
2c Income from investments					
Rent from flat	2500			2500	-
Interest and dividends	843	91		934	1,003
Profit on sale of investmentS				0	3,218
	<u>3343</u>	<u>91</u>	<u>0</u>	<u>3434</u>	<u>4,221</u>
2d Income from church activities					
Fees for weddings, funerals	2985			2985	7,570
	<u>2985</u>	<u>0</u>	<u>0</u>	<u>2985</u>	<u>7,570</u>
2e Income from other sources					
Contribution to housing costs				0	
Insurance claims				0	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
TOTAL INCOMING RESOURCES	<u>397988</u>	<u>91</u>	<u>17398</u>	<u>415477</u>	<u>209,584</u>

3 RESOURCES EXPENDED

	Un - Restricted Funds £	Designated Funds	Restricted Funds £	Total 2020 £	Total 2019 £
3a Church activities Grants					
Mission and relief -					
Garden Route Childrens Trust	2500			2500	2000
Operation Mobilisation - Nepal	2500			2500	2000
Bible Society				0	1075
Christians Against Poverty	2500			2500	2000
Leprosy Mission	50			50	50
Subtotal	7550		0	7550	7125
Home Mission -					
Christmas Bags of Hope	500			500	
St. Andrews School	500			500	650
A Rocha UK	1000			1000	1000
Subtotal	2000		0	2000	1650
Other charities -					
Medecin Sans Frontieres	500			500	0
Crisis at Christmas	815			815	815
Leatherhead Youth Project	500			500	1000
Princess Alice Hospice				0	20
Cobam Area Foodbank				0	2000
Oasis Childcare	3500			3500	2000
Chatterbus		1500		1500	
Subtotal	5315	1500	0	6815	5835
carried forward	14865	1500	0	16365	14610
Collections made for				2020	2019
Garden Route Childrens Trust				160	
Operation Mobilisation - Nepal				160	
Feltonfleet School					902
Royal British Legion					346
Total collections				320	1248
Total giving and collections				16685	15858

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Designated Funds	Restricted Funds £	Total 2020 £	Total 2019 £
	14865	1500	0	16365	14610
brought forward					
Church activities (cont'd)	93603			93603	92158
Parish share	25566			25566	35854
Salaries	520			520	338
Clergy Housing costs	26			26	604
Clergy and assistant staff expenses	10938			10938	11926
Church running expenses	2190		500	2690	4622
Church maintenance & repairs	1992	1100		3092	4348
Altar, choir, services and music	1298			1298	4031
Family magazine costs	8054			8054	9899
CGH running expenses	2053			2053	3384
CGH repairs	602			602	520
Upkeep church yard	3346			3346	1861
Other property upkeep incl flat	500			500	0
Retreat Costs	487			487	1027
Youth, SAY and Sunday school	136			136	1329
Training incl. Sunday School	-1630			-1630	3696
Time for God youth volunteer and refund	900			900	750
Transforming lives for Good	245			245	47
Ecocommittee					6170
Church Roof Repairs					15438
Repairs to car park					8956
Bell Tower Project	112		15141	15253	0
Spire repairs and fund raising leaflets			2001	2001	0
Weather vane repairs	2285			2285	0
Internal spire work	<u>168088</u>	<u>2600</u>	<u>17642</u>	<u>188330</u>	<u>221568</u>
3b Fund raising costs	764			764	3183
Social and other events					
3c Support costs	6253		286	6539	10881
Parish Office	588			588	588
Independent Examiner					529
Increase in value of Schroders part of G Sanders fund	788			788	873
Bank charges	<u>7629</u>	<u>0</u>	<u>286</u>	<u>7915</u>	<u>12871</u>
TOTAL RESOURCES USED	<u>176481</u>	<u>2600</u>	<u>17928</u>	<u>197009</u>	<u>237622</u>
4 Salaries and Fees	20061	0	0	20061	27884
Staff costs (Net of statutory deductions)	4708			4708	6683
HMRC payments *	797			797	1287
Nest Pension contributions	<u>25566</u>	<u>0</u>	<u>0</u>	<u>25566</u>	<u>35854</u>
				2	2

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

Payments to PCC members
In 2020 a total of £1,040 was paid to 1 member of PCC In 2019, 3 members of the PCC received £2,944 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 2020				
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 2020		356496	43189	399685
DEPRECIATION				
At 1st January 2020			43189	43189
Charge for year			0	0
At 31st December 2020			43189	43189
NET BOOK VALUE				
At 1st January 2020		356496	0	356496
At 31st December 2020		356496	0	356496
5b Investment Assets				
	Un- Restricted Funds £	Designated Funds	Restricted Funds £	Total £
Market Value				
At 1st January 2020				
C of E Inv. Board 15207 Fixed Interest Income shares @ 1.6384	24915			24915
Schroder Charity Fund 28557.53 units@ 11.97	301388			301388
	326303	0	0	326303
Market Value				
At 31st December 2020				
C of E Inv. Board 15207 Fixed Interest Income shares @ 1.6962	25794			25794
Schroder Charity Fund 25178.62 units @ 1.048	263872			263872
	289666	0	0	289666
NET REVALUATION GAIN /LOSSES				
C of E Inv. Board 15207 Fixed Interest Income shares	879			879
Schroder Charity Fund 25178.62 units	-37516			-37516
	-36637	0	0	-36637

	2020 £	2019 £
6 DEBTORS		
Rental due on CGH flat let.	2500	0
Income Tax Recoverable	7718	10242
Other debtors	1341	2718
Prepayments	2658	2773
Reclaim VAT on Belltower and Weathervane	3876	
	18093	15733
7 DEPOSIT ACCOUNT		
C of E Investment Board of Finance - Deposit Account	130092	0
8 BANK ACCOUNTS AND CASH		
Current Account (Natwest Main account)	143029	34628
Current Account (Lloyds bank account)	5414	27868
Current Account - (Natwest) Fellowship & Social & cash	1392	1392
Current Account - (Lloyds 2020 Natwest 2019) Lunch club	86	106
Petty Cash & other cash	69	272
	149990	64266
9 CURRENT LIABILITIES		
CGH letting paid in advance	0	493
CGH running expenses	0	486
Funeral fees due to clergy	0	720
CGH and church Utilities	357	1183
Social committee outstanding	0	352
CGH flat utilities	0	255
Due to Diocese	1813	707
Administration parish charge card	140	816
Independent examiner fee accrual	588	588
Disbursements to Youth volunteer due in 2020	0	1800
Outward giving for 2020 £500 Oasis & Leatherhead Youth project	1000	0
Owed to Spiritual Cinema	616	0
Altar frontal - supplier due	393	0
Agency account nearly all Rev P Vickers retirement present	2201	0
	7108	7400

10 MOVEMENT OF FUNDS

	1st Jan 2020	Income P/L sheet	Expenditure P/L sheet	Investment Gains/(losses)	Transfers Out	Transfers In	31st Dec 2020
Unrestricted Fund	753974	397988	176481	-36637	246926		691918
Restricted Funds							
Restricted Fabric Fund	30		30				0
Flag	384						384
Restricted Music Resource	123						123
Altar covering fund	500		500				0
Restricted Appeals	272						272
Youthcamp	115						115
Spire fund		15732	15732				0
Weather vane		1668	1668				0
Subtotal	1424	17400	17930				894
Designated Funds							
Belltower Saunders legacy and others donation						5000	5000
Gerald Sanders Legacy Designated Funds							
Now Fund		63	1100			84639	83602
Later Fund		28				145191	145219
Never Fund			1500			12096	10596
Subtotal	0	91	2600			246926	244417
Total	755398	415479	197011	-36637	246926	246926	937229

**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 2020, 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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21 APRIL 2021