

PARISH CHURCH OF ST AUGUSTINE OF CANTERBURY THORPE BAY
Registered charity number 1128847

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31st DECEMBER 2016

council chairman

REV CANON JONATHAN COLLIS
86 Tyrone Road
Thorpe Bay
Essex SS1 3HB

bankers

BARCLAYS BANK PLC
Thorpe Bay Branch
Southend-on-Sea Business Centre

independent examiners

MR JOHN DENBY
MR MATTHEW FINLAY

THE PAROCHIAL CHURCH COUNCIL ST AUGUSTINE OF CANTERBURY THORPE BAY

Registered charity number 1128847

ANNUAL REPORT FOR 2016

BACKGROUND

The St Augustine's Parochial Church Council (The PCC) is a registered charity which has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibilities for the nearby Church Hall.

MEMBERSHIP

Members of the PCC are trustees of the charity and are either *ex officio* or elected by the Annual Parochial Church Council Meeting (APCM) in accordance with the Church Representation Rules. The PCC can also appoint co-opted members.

During the year the following served as members of the PCC –

Incumbent	The Rev J Collis	Chairman
Curate	The Rev J R Allan	(ex officio)
Wardens	Mr D Dean, Mr P Barron	

Deanery Synod Representatives - Mr M Everett, Mr P Somerville, and the Churchwardens.

Elected Members – Mrs L Barron (PCC Secretary), Mr I Douce (from April 2016), Mrs K Kindley (from April 2016), Mr G Mann (until April 2016), Mrs M Ridley, Mrs H Rowland, Mr C Russell (PCC Treasurer), Mr I Stobart, Miss M Sylvester, Mr J Watson.

Co-opted Member – Mrs K Higgs (from June to December 2016)

COMMITTEE REPORTING TO THE PCC

Standing Committee.

CHURCH ATTENDANCE

At the beginning of the year there were 204 names on the electoral roll of whom 91 were resident in the parish. At 31st December the numbers were 204 and 86. The average weekly attendance during the year was in the region of 80 adults and 12 children at the 10 am service, 10 at the 8 am and 15 - 20 at the 6:30 pm services. Festival and other special services attracted larger congregations, especially at Christmas, Harvest and Remembrance Sunday. The various Christmas services attracted at least 2,600 people to them, and there were more school services than ever before.

REVIEW OF THE YEAR

The full PCC met 5 times during the year with an average attendance of 10. The Standing Committee met as and when required and duly reported to the PCC.

(a) Fabric

A green altar frontal and vestments, together with another set of white vestments were donated; the two large oak charts for bishop and vicar were restored, the heraldic shields painted and cushions fitted; a sold silver lavabo bowl given; two radiators given for the sanctuary; the tower interior cleaned; the organ cleaned at a cost of £13,680; and the vicar gave a new vimpel.

(b) Church Hall

The Hall continues to be a valuable facility for Church organisations and the community at large and provides a useful reserve for PCC finances.

(c) Outreach and Social

An increased number of concerts and recitals took place in the church from the summer right up to Christmas. There was a series of Lent sermons on difficult topics during the Sunday 10am Eucharists which stimulated significant interest. Lent talks on prayer drew in a wide range of the congregation and members of the local community. A successful trip to Berlin and a day trip to Ely took place. Two visits of confirmands from Sweden came, and a visit from our young people took place. The vicar continued his work with the diocesan Romanian link. The monthly 100 club continued to thrive and in 2016 added £2,189 to the coffers. The junior church continued to flourish, with an increasing number of leaders, as did the uniformed organisations and other church groups. Baptisms were down (2016 - 18, 2015 - 26, but confirmations well up (2016- 17, 2015 - 5) and there were 21 funerals (8 in church, 13 at the crematorium or cemetery), 10 weddings and 2 wedding blessings. The bi-monthly magazine is read by a large number of parishioners and others and as well as being a source of information of parish activities makes a small contribution each year to parish finances. The link with Thorpedene continued, with increased numbers of attenders at the school Christmas services in church and Bournes Green Junior School and Thorpe Hall School held services in the church. Services for preschool children were regularly held in Thorpedene and Alleyn Court. At Christmas the total number of people attending the various carol services etc totalled over 2,700. The website continued to be an invaluable instrument of information and outreach.

(d) A stipendiary curate, Janet Allan, continued to serve in the parish as curate.

e) Finance

Ever increasing costs took their toll on the PCC finances in 2016 and this together with the loss of some of our longstanding generous contributors and major redecorations in the Church Hall meant that overall we just about broke even during the year.

(f) Reserves

The PCC policy is to transfer one half of any unrestricted legacy received to a contingency fund which is invested in CCLA accumulating shares on a month by month basis when such funds are available. At the end of 2016 £26,000 had been invested, the market value of which on 31st December was £39,694. A further £847 was held in cash.

(g) Utilities and Insurance

The parish uses the services of the diocesan energy advisor to ensure that the energy costs of the church and church hall are kept to a minimum. The church electricity is on an open contract with Utility Warehouse and reviewed on a regular basis. The hall electricity contract is with Opus Energy on a 3 year contract expiring in 2019 and the hall gas on a 4 year contract expiring in 2020. There is no gas supply to the church.

A comprehensive review of the Church and Hall insurance policies was carried out during the year. The two policies were merged into one and brought into line with current requirements. Insurance values were updated.

(h) Personnel

No significant changes took place

ON BEHALF OF THE PCC

(signed) Jonathan Collis

REV CANON J COLLIS

24th January 2017

**INDEPENDENT EXAMINER'S REPORT TO THE PCC
OF ST AUGUSTINE OF CANTERBURY THORPE BAY**

We report on the accounts of the PCC for the year ended 31st December 2016, which are set out on pages 4 to 10.

RESPECTIVE RESPONSIBILITIES OF THE PCC AND THE 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 our responsibility to

- Examine the accounts under section 145 of the 2011 act;
- Follow procedures laid down in the general directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act: and
- State whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our 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 records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently we do not express an opinion on the accounts.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act: or
- to prepare accounts which accord with the accounting have not been met: or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(signed) J Denby

5.3.2017

MR JOHN DENBY,
31, PLYMTREE,
THORPE BAY,
ESSEX. SS1 3RA.

(signed) M Finlay

5.3.2017

MR MATTHEW FINLAY
2, TORQUAY DRIVE,
LEIGH-ON-SEA,
ESSEX. SS9 1SE.

YEAR ENDED 31st DECEMBER 2016

INCOME & EXPENDITURE

2015 TOTAL		NOTE	FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
INCOMING RESOURCES					
108,860	Voluntary Income	2(a)	84,244	39,808	124,052
8,228	Activities for Generating Funds	2(b)	5,412	433	5,845
27,205	Income from Church Activities	2(c)	26,022		26,022
24	Interest Receivable	2(d)	55		55
£144,317	TOTAL INCOMING RESOURCES		£115,733	£40,241	£155,974
RESOURCES EXPENDED					
172	Cost of Generation of Voluntary Income	3(a)	165		165
2,250	Fundraising Costs	3(b)	1,848	185	2,033
4,069	Grants	3(c)	279	2,785	3,064
137,544	Church Activities	3(d)	122,947	28,585	151,532
£144,035	TOTAL RESOURCES EXPENDED		£125,239	£31,555	£156,794
£282	NET MOVEMENT IN FUNDS		(£9,506)	£8,686	(£820)
423,501	BALANCE IN HAND AT 1st JANUARY 2016		414,658	9,125	423,783
	UPLIFT IN VALUE OF CHURCH HALL		375,000		375,000
	UNREALISED GAINS ON INVESTMENTS		13,694	93	13,787
282	NET MOVEMENT IN FUNDS AS ABOVE		(9,506)	8,686	(820)
£423,783	BALANCE IN HAND AT 31st DECEMBER 2016		£793,846	£17,904	£811,750

The notes on pages 6 to 10 form part of these accounts

THE PAROCHIAL CHURCH COUNCIL
ST AUGUSTINE OF CANTERBURY THORPE BAY
BALANCE SHEET AT 31st DECEMBER 2016

2015		NOTE	
£375,000	TANGIBLE FIXED ASSETS	5	£750,000
	CURRENT ASSETS		
26,000	Investments at Market Value (cost £31,000)	6	44,787
4,433	Debtors & Prepayments	8	4,393
2,001	Short Term Cash Deposits		1,006
19,674	Cash at Bank and in Hand		16,844
£52,108	Gross Current Assets		£67,030
£3,325	Creditors - liabilities falling due within a year	9	£5,280
£48,783	NET CURRENT ASSETS		£61,750
375,000	Fixed Assets as above		750,000
£423,783			£811,750

REPRESENTED AS FOLLOWS

Funds

414,658	Unrestricted		793,846
9,125	Restricted	10	17,904
£423,783			£811,750

Approved by the Parochial Church Council on 24th January 2017 and signed on its behalf

(signed) J Collis

(signed) D Dean

REV CANON JONATHAN COLLIS (CHAIRMAN)

DAVID DEAN (CHURCHWARDEN)

The notes on pages 6 to 10 form part of these accounts

THE PAROCHIAL CHURCH COUNCIL
ST AUGUSTINE OF CANTERBURY THORPE BAY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2016

1. ACCOUNTING POLICIES

The financial statements of the PCC have been prepared under the current Church Accounting Regulations and in accordance with the current Charities SORP 2015.

The financial statements have been prepared under the historic cost convention except for the Church Hall which is shown at the value for insurance purposes. 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 those that are informal gatherings of church members.

FUNDS

Restricted Funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) 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 is carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

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

INCOMING RESOURCES

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

RESOURCES USED

Grants and donations are accounted for when paid over or when awarded if the award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for missions are dealt with as restricted funds. All other expenditure is recognised when it is incurred and is accounted for gross.

FIXED ASSETS

Consecrated land and buildings are excluded from the accounts in accordance with the Charities Act.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory which can be inspected. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £5,000 so all such expenditure has been written off when incurred. Equipment used in the church and church hall is written off when purchased.

CURRENT ASSETS

Amounts owing to the PCC at 31st December in respect of fees rents or other income are shown as debtors in the balance sheet less provision for any amounts that may prove uncollectible. Short term deposits are sums standing to the credit of the PCC in the Central Board of Finance Church of England Deposit Funds.

2. INCOMING RESOURCES

2015 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
2(a) Voluntary Income				
46,055	Planned giving -			
	Gift Aid Donations	47,923		47,923
11,514	Income Tax recoverable	11,981		11,981
8,026	Other planned giving	8,008		8,008
13,968	Plate Collections including tax recoveries	12,201	819	13,020
14,563	Sundry Donations including tax recoveries	3,131	20,260	23,391
11,250	Grants		6,250	6,250
1,559	Collecting Boxes		1,479	1,479
1,925	Legacies	1,000	11,000	12,000
£108,860		£84,244	£39,808	£124,052
2(b) Activities for Generating Funds				
365	Rental Income	425		425
	Fund Raising Events and Activities			
3,575	100 Club	3,389		3,389
4,288	Other Fundraising	1,598	433	2,031
£8,228		£5,412	£433	£5,845
2(c) Income from Church Activities				
21,185	Church Hall lettings	19,623		19,623
1,941	Magazines (including advertisements)	2,027		2,027
4,079	Occasional offices	4,372		4,372
£27,205		£26,022		£26,022
2(d) Interest				
£24	Interest receivable		£55	£55
£144,317		£115,733	£40,241	£155,974

3. RESOURCES EXPENDED

2015 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
	3a) Cost of generation of voluntary income			
<u>£172</u>	Stewardship costs	<u>£165</u>		<u>£165</u>
	3b) Fundraising costs			
1,220	100 Club costs & prizes	1,220		1,220
1,030	Costs of other fundraising	628	185	813
<u>£2,250</u>		<u>£1,848</u>	<u>£185</u>	<u>£2,033</u>
	3c) Grants			
	Missionary and charitable giving -			
1,169	Overseas Relief and Development Agencies		958	958
1,298	Home Missions and other Church Societies	25	933	958
1,602	Secular Based Charities	254	894	1,148
<u>£4,069</u>		<u>£279</u>	<u>£2,785</u>	<u>£3,064</u>
	3(d) Church Activities			
79,988	Ministry - Diocesan quota	82,425		82,425
2,740	Incumbent's expenses	2,760		2,760
1,312	Assistant clergy costs	1,224		1,224
775	Vicarage maintenance	90		90
10,008	Church & Garden - Running expenses	9,990		9,990
2,226	General repairs & routine maintenance	771	2,253	3,023
17,557	Major repairs & refurbishment		24,717	24,717
2,568	Cost of services	1,438	979	2,417
1,273	Youth & junior Church costs		636	636
2,457	Organist and locum	2,701		2,701
1,241	Parish Magazine Costs	1,414		1,414
12,737	Church Hall - Running expenses	13,149		13,149
1,440	Church Hall - Major repairs & refurbishment	5,400		5,400
640	Telephone Printing & Stationery	639		639
197	Subscriptions	99		99
158	Website	158		158
114	Publicity & Outreach	550		550
113	Sundries	139		139
<u>£137,544</u>		<u>£122,947</u>	<u>£28,585</u>	<u>£151,532</u>
<u>£144,035</u>	TOTAL OUTGOING RESOURCES	<u>£125,239</u>	<u>£31,555</u>	<u>£156,794</u>

4. STAFF COSTS

During the year the PCC employed an organist, hall cleaner and church cleaner, none of whom earned £10,000 or more. Organist's fees for weddings and funerals are included in the fees charged to and are paid by those using the service and not the PCC. No member of the PCC received any remuneration or expenses allowance.

5. FIXED ASSETS FOR USE BY THE PCC

The tangible fixed assets consist of the Church Hall. A comprehensive insurance review was carried out during the year and the insurance cover for reinstatement of the building and contents now stands at £2,500,000. However the trustees consider that the value of the building on the open market is £750,000. The title is registered at H M Land Registry number EX859582.

The church hall fixtures and fittings are written off in the year of purchase.

No other assets originally costing more than £5000 were held by the PCC at the date of the balance sheet.

6. INVESTMENTS

The PCC holds 1,399.12 accumulation shares in The CBF Church of England Investment Fund. The original cost of the shares was £31,000 and the market value at the date of these financial statements was £44,787 (2014: 1,240.83 shares cost £26,000 market value £39,694). The 159.09 shares acquired in 2016 and valued at £5,093 were purchased as part of a legacy bequeathed to the PCC by the late Audrey Green and are held on a long term basis for restoration and major refurbishment of the church organ. The remaining 1,240.83 shares are held as a general unrestricted reserve.

7. ANALYSIS OF NET ASSETS BY FUND

2015 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
375,000	Fixed Assets	750,000		750,000
26,000	Investments	39,694	5,093	44,787
26,108	Current Assets	9,432	12,811	22,243
£427,108		£799,126	£17,904	£817,030
3,325	Current Liabilities	5,280		5,280
£423,783	Fund Balances	£793,846	£17,904	£811,750

8. DEBTORS

1,507	Income Tax Recoverable	1,454	252	1,706
1,900	Prepayments	1,793		1,793
1,026	Other debtors	894		894
£4,433		£4,141	£252	£4,393

9. LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR

2,162	Accruals and deferred income	3,743		3,743
1,163	Creditors for goods and services	1,537		1,537
£3,325		£5,280		£5,280

10. RESTRICTED FUND DETAILS

The restricted funds held by the PCC during the year were as follows -

The Organ & Music fund which is used to encourage and support church music at St Augustine's and local primary schools.

The Mission fund used to support mission work of all types both at home and overseas.

The Flower Fund, The Fabric Fund, The Organ Restoration Fund, The Churchyard Fund and The Youth Activity & Development Fund. The purpose of these funds is self-evident. The Margaret Knill bequest is for the provision of flowers in the church annually on the Sunday nearest to the anniversary of the late Margaret Knill's wedding anniversary.

The balances on these funds at 31st December 2016 were –

2015		
805	Organ & Music Fund	965
	Organ Restoration Fund	5,093
	Churchyard Fund	523
2	Mission Fund	180
268	Flower Fund	278
6,912	Fabric Fund	9,686
131	Margaret Knill bequest	131
1,007	Youth Activity & Development	1,048
£9,125		£17,904

The PCC has designated part of the unrestricted funds as a general reserve. At the date of these financial statements the fund so designated is as follows.

26,349	Contingency Fund	40,543
£26,349		£40,543

The incumbent for the time being is in possession of a hardship fund to assist in the relief of poverty in the parish which does not form part of these accounts. Its existence is noted here for the information of parishioners.