

# **Parochial Church Council of St Sebastian's Church, Wokingham Without**

## **ANNUAL REPORT 2018**

*- Not Without Jesus -*



**30<sup>th</sup> April 2019**



# Contents

Our Aims And Purposes At St Sebastian's .....	3
Administrative Information.....	5
Structure, Trustees And Membership Of The PCC .....	6
Safeguarding.....	9
Priorities For 2018.....	10
Summary Of Church Activities In 2018 .....	11
Priorities For 2019.....	12
Electoral Roll & Church Attendance.....	12
Independent Examiner's Report .....	13
2018 Financial Results.....	14
Statement Of Financial Activities For The Year Ended 31 December 2018.....	17
Balance Sheet For The Year Ended 31 December 2018 .....	18
Notes To The Financial Statements For The Year Ended December 2017 .....	19
<b>1. Accounting policies .....</b>	<b>19</b>
<b>2. Income and Endowments .....</b>	<b>22</b>
<b>3. Expenditure.....</b>	<b>23</b>
<b>4. Staff Costs.....</b>	<b>24</b>
<b>5. Fixed Assets .....</b>	<b>24</b>
<b>6. Debtors .....</b>	<b>24</b>
<b>7. Designated Funds .....</b>	<b>25</b>
<b>8. Creditors - amounts falling due within one year .....</b>	<b>25</b>
<b>9. Restricted Funds .....</b>	<b>26</b>
<b>10. Disclosure of trustee and staff remuneration, related party and other transactions .....</b>	<b>26</b>
<b>11. Fees payable to the Independent Examiner .....</b>	<b>27</b>
<b>12. Charitable grants and special collections .....</b>	<b>27</b>



## OUR AIMS AND PURPOSES AT ST SEBASTIAN'S

### Parish Values

Based on Jesus' prayer for his disciples in John 17, we believe that as a Church God has called us to be:

- C**hrist-centred    Not 'Jesus and...', but *Jesus alone* at the centre of our lives. '*...glory has come to me through them...*' (v 10)
- R**ighteous        God-directed living, thinking, and speaking. '*Sanctify them by the truth; your word is truth* (John 17:17)
- O**ne                 Not 'I've won!', but 'We are one'. '*...that they may be one as we are one...*' (John 17:22)
- S**ent                A serving Church rather than a consumer Church. '*As you sent me into the world, I have sent them...*' (John 17:18)
- S**pirit-filled       All God's people using God's gifts to the full. '*...so that they may have the full measure of my joy within them...*' (John 17:13)

### Mission Statement

We believe God is calling us as a Church to be:

A beacon in the community:

- To lead people to Jesus Christ
- To help them grow in Him

*'A city set on a hill cannot be hidden'* (Matthew 5:14)

### Vision Statement

Our Vision for 2015-2020:

To glorify God and to serve the local community, sharing the heart of Jesus.



The Parochial Church Council of St Sebastian's Wokingham Without has the responsibility of co-operating with the Incumbent in promoting the whole mission of the Church of England in the Ecclesiastical Parish of Wokingham in the Diocese of Oxford. It has responsibility for maintaining the Church on Nine Mile Ride and also has the responsibility of acting as Managing Trustees of the Church Hall, Parish Centre, and St Sebastian's Lodge.

### **Public Benefit**

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in *The Advancement of Religion for the Public Benefit* and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St Sebastian, Wokingham it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers.
- Promoting Christian values, and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.



## ADMINISTRATIVE INFORMATION

St Sebastian's Church is situated in Nine Mile Ride, in the district of Wokingham Without. It is part of the Diocese of Oxford within the Church of England.

<b>Clergy:</b>	The Revd Canon Andrew Marsden The Revd Erik Fudge	
<b>Churchwardens:</b>	Rory O'Connor	From 4/2018
	Mike Page	
	David Boulton	Until 4/2018
<b>Deanery Synod:</b>	David Hare	
	Nigel Wickens	Until 1/2018
	John Congram	From 4/2018
	Richard Tudor	
<b>PCC Members:</b>	Clergy, Churchwardens, and Deanery Synod Reps (Ex-Officio)	
	Andy Gorham	
	Celia Waters	
	Sue Thomas	From 4/2018
	Mary Unwin	Until 4/2018
	Terry Dungate	
	Rod Sturdy	
	John Hills	
	Janet Rogers	
	Matthew Goddard	
	Mike Jeremiah	
	Mike Page	
	Suman Shrestha	

### Address for correspondence

St Sebastian's Church  
Parish Office  
Nine Mile Ride  
Wokingham  
RG40 3AT

### Bank

Barclays Bank plc  
PO Box 1  
High Street  
Crowthorne  
RG45 7AR

### Charity registration number

1139933 (registered on 19 January 2011)



## STRUCTURE, TRUSTEES AND MEMBERSHIP OF THE PCC

Legally the council is responsible for the financial affairs of the Church Parish and the maintenance of its assets, such as Churches and Church halls, and promoting the mission of the Church.

Members (Trustees) of the PCC are Ex-Officio or elected by the APCM in accordance with the Church Representation Rules.

The PCC meets as a whole body seven times a year. For six of these meetings the items of business will include approval of decisions made by the Finance, the Environment, the Mission or the Standing Committees; items brought forward by the clergy or Churchwardens that need discussion and decisions and information items from the Team Leaders, Deanery Synod representatives and the Churches Together representatives. Each year the PCC also review its Safeguarding policies, following Diocesan guidelines and policies, its Health and Safety policy and Employment policies. The meeting in October is dedicated to discussions and decisions on the budget for the coming year.

The sub-committees during the year were:

**Standing Committee** – This is the only committee required by law. It has the power to transact business of the PCC between its meetings, subject to any directions given by the council.

**Finance committee** – Concerned with the stewardship of our financial resources. Makes recommendations to the PCC on Budget, approaches to voluntary giving (stewardship), scrutiny of major expenditure to ensure PCC secures best value for money on expenditure incurred.

**Mission Committee**– Liaises with and promotes the work of selected Christian missions and missionary work of the Church in the local area. Makes recommendations to the PCC regarding how the Church's giving should be distributed. It also researches and provides reports to the PCC on the work of the charities, missions and individuals benefiting from these gifts.

**Environment committee** – Attends to matters relating to the stewardship of our site including the Church, Hall, Parish Centre and St Sebastian's Lodge; the fixtures and fittings thereof and health and safety matters

**Strategy Committee** – Set up in May 2017 to consider matters relating to the PCC's future strategy.

The PCC also appoints Team Leaders, who are responsible for the day-to-day running of their respective teams within the life of the Church. These teams include: Children and Youth, Evangelism, Pastoral Life, Prayer, Small Groups and Worship Services.



## PCC Officers

<b>Officers 2018:</b>	The Revd Canon Andrew Marsden	Chair
	Matthew Goddard	Vice Chair
	Rod Sturdy	PCC Secretary
	Janet Rogers	Treasurer
	Jacob George	Independent Examiner
	Judith Boulton (Church Administrator)	Electoral Roll Officer
	Matthew Goddard	Planned Giving Officer

## PCC Committees

<b>Standing Committee:</b>	The Revd Canon Andrew Marsden	Chair
	Matthew Goddard	Vice Chair
	Mike Page	Churchwarden
	Rory O'Connor	Churchwarden
	Janet Rogers	Treasurer
	Rod Sturdy	PCC Secretary
<b>Finance Committee:</b>	Mike Page	Chair
	Janet Rogers	
	Matthew Goddard	
	Celia Waters	
	Sue Thomas	
	Paul Brown	
<b>Mission Committee:</b>	David Hare	Chair
	John Hills	
	Suman Shrestha	
	Heather Marsh	
<b>Environment Committee:</b>	Rory O'Connor	Chair
	Terry Dungate	
	Andy Gorham	
	Debbie Dwane	
	John Congram	
	David Boulton	
	John Cooper (from May 2017)	



<b>Strategy Committee:</b>	The Revd Canon Andrew Marsden Karen de Fraine Andy Gorham Rory O'Connor Suman Shrestha Richard Tudor	Chair
----------------------------	---	-------

### Team Leaders

<b>Children &amp; Youth:</b>	Amy Vogel	
<b>Evangelism:</b>	Revd Canon Andrew Marsden	(Caretaker)
<b>Pastoral Life:</b>	Russell Shipton and Angela Shipton	
<b>Prayer:</b>	Jill Gardener and Karen de Fraine	
<b>Small Groups:</b>	Russell Shipton	(Caretaker)
<b>Worship Services:</b>	Jane Clark	

### Safeguarding

<b>Safeguarding in the Diocese of Oxford:</b>	Helen Thompson	Safeguarding Officer
	Nicola Brock	Deputy Safeguarding Officer
	The Revd Canon Andrew Marsden	Children's Advocate
	Amy Vogel	Recruiter (Youth)
	Russell Shipton	Deputy Recruiter (working with vulnerable adults)
	Judith Boulton	Verifier

### Other PCC Appointments

<b>Churches Together in Crowthorne:</b>	David Hare Janet Rogers
<b>Health &amp; Safety Officer:</b>	Terry Dungate
<b>Deputy Churchwardens:</b>	Nigel Birch, Paul Brown, David Boulton, Jane Addison
<b>Church Hall Liaison:</b>	Terry Dungate





## SAFEGUARDING

The PCC consider Safeguarding one of its most important responsibilities. There has been much discussion amongst the PCC members at many of the regular PCC meetings. Safeguarding of course extends to all, young and adult alike, and at the PCC meeting of 16<sup>th</sup> May 2018 the following policy was agreed by all:

1. The PCC are committed to:
  - The care, nurture of, and respectful pastoral ministry with, all children and all adults.
  - The safeguarding and protection of all children, young people and adults when they are vulnerable.
  - The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
2. We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Disclosure and Barring Service criminal records checks.
3. We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation and we will have a clear reporting procedure in place.
4. We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
5. We will seek to challenge any abuse of power, especially by anyone in a position of trust.
6. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our Church community known to have offended against a child, young person or vulnerable adult.
7. In all these principles we will follow statute, guidance and recognised good practice.
8. We will advise the Diocese which Registered Body we use to process applications for Disclosure and Barring Service criminal records checks.
9. We will advise the Diocesan Safeguarding Adviser if we receive a Disclosure which is 'blemished' or 'positive'.
10. We will review this policy annually, check that our policies are up to date, and supply a copy of the updated policy statement to the Diocesan Safeguarding Adviser.



## **PRIORITIES FOR 2018**

To begin to implement the PCC Strategy for 2018-2020 and beyond, the main points of which are as follows:

- To prioritise growth in discipleship.
- To adopt a staged approach to the development of the Church site.
- To seek to take the Church out into the community.

The PCC had agreed to revise the Church's 2020 Vision statement, so as to make it simpler and more Christ-centred, whilst not changing the overall intent. The original vision was:

*'To grow God's kingdom by serving the community in spiritual and practical ways, reflecting God's heart'*

This was changed to read:

*'To glorify God and to serve the local community, sharing the heart of Jesus'*

This Strategy and revised Vision Statement were shared with the congregation on 'Strategy Sunday', 14<sup>th</sup> January 2018.



## **SUMMARY OF CHURCH ACTIVITIES IN 2018**

The year began with 'Strategy Sunday' on 14<sup>th</sup> January, when the PCC's strategy for 2018-2020 and beyond were shared with the congregation (see above). Activities for 2018 are listed under the strategy headings.

### **To prioritise growth in discipleship.**

During Lent a discipleship course was run in the church entitled 'On the Way'; it was attended by around 50 people each week. After Easter the 'Generous Lifestyle' sermon series focused on what it means for us to be generous as Christians in every part of our lives. It culminated in a Gift Day on Pentecost Sunday. As last year, we took part in the Archbishops' 'Thy Kingdom Come' initiative, this time with a prayer evening on 10<sup>th</sup> May that encouraged the congregation to participate in prayer activities. A new home group was also launched in September.

### **To adopt a staged approach to the development of the Church site.**

A new sound system was installed in the church in February and has greatly improved the sound quality for worship. The PCC also commissioned a topographical site survey, which has given us a good idea of how access and parking might be improved, though this would be an expensive project. Discussions were held with the Secretary of the Diocesan Advisory Committee for the Care of Churches about how the church building itself might be redeveloped. Grants were successfully sought from Wokingham United Charities and Wokingham Without Parish Council to improve facilities for some of our community outreach.

### **To seek to take the church out into the community.**

Marvin Vogel's job role was changed to 'Pioneer Youth Worker' in recognition that his primary gifts lie in outreach to young people in the community. Amy Vogel continues as Family and Youth Pastor and they both work for 20 hours a week. Following the closure of the Preschool, Amy was instrumental in giving support to vulnerable families and started the Lighthouse Breakfast Club in the church hall once a week in the autumn term as a drop-in for parents/carers and preschool-aged children. Links with the caravan park on Nine Mile Ride have also been growing and a group from the church were invited to sing carols on the caravan park on 9<sup>th</sup> December. This was very well received and is likely to become an annual event. In conjunction with Churches Together in Crowthorne, links have also been developed with the new housing communities in the parish, primarily through the hard work of Janet Rogers.

We were sad to say goodbye to Ian Seymour as part-time Associate Minister in March after a long association with the church. Unfortunately, the state of the church's finances did not permit the PCC to employ a replacement. However, we were delighted to be able to celebrate with David Hare as he was licensed as a Lay Minister (LLM) at a service at Christ Church Cathedral on 3<sup>rd</sup> November. We were also very pleased to welcome Rachel Jeremiah back from her maternity leave in May. The church is truly blessed to have so many gifted staff and volunteers.



## **PRIORITIES FOR 2019**

To continue to implement the PCC Strategy for 2018-2020 and beyond, the main points of which are as follows:

- To prioritise growth in discipleship.
- To adopt a staged approach to the development of the Church site.
- To seek to take the Church out into the community.

This is in line with our revised 2020 Vision statement:

*'To glorify God and to serve the local community, sharing the heart of Jesus'*

## **Electoral Roll & Church Attendance**

**Judith Boulton: Electoral Roll Officer – April 2019**

There are 184 Parishioners on the Church Electoral Roll as compared to 236 in 2018

The whole roll was renewed this year.

The usual Sunday attendance (at all services), counted during October 2018 was 125 (124 in 2018).



## **INDEPENDENT EXAMINER'S REPORT**

### **To the members of the Parochial Church Council of St Sebastian, Wokingham**

I report on the accounts of the PCC for the year ended 31 December 2018, (which are set out on pages 19 to 27).

### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the Financial Statements; you consider that the audit requirement of Regulation 3(3) and section 144 (2) of the 2011 Charities Act do not apply. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and to be found in the PCC Accountability guidance, 5th edition, 2017 issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts 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 an audit, and consequently I do not express an audit opinion on the view given by 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: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations 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.

### **Mr Jacob George**

Accounting Partnership Ltd, 74 Salisbury Close, Alton, GU34 2TP

Date: 7 Mar 2019



## 2018 FINANCIAL RESULTS

The accounts for the year ended 31 December 2018 are presented on pages 19 to 27 and are in accordance with the PCC Accountability guidance, 5th edition, 2017 issued by the Finance Division of the Archbishops' Council.

### Income

Total income was £203,374 (2017: £201,738). (Note 2 of the financial statements provides further details.)

Our main income source is "Voluntary income" or congregational giving (plus associated HMRC tax recovery) and we are grateful to the many faithful and generous givers (some over many years) who contribute, and without whom the Church would not run such a full programme of activities. This year donations and legacy income has increased to £171,579 from £166,435 in 2017 due to an increase in planned giving and a £5,000 grant, which offsets the reduction of tax we were able to recover from HMRC.

Activities for generating funds, arising from the letting of the Church's premises, provided £25,969 (2017: £27,273). This includes income from the letting of St Sebastian's Lodge and the Church Hall; the principal user of which is St Sebastian's Pre-School (until July 2018).

Gifts given for specific purposes as restricted funds were received during the year of £223 (2017: £1,320). These gifts have been used, or set aside, for the specific purposes they were given. Note 9 sets out further details of movements in restricted funds and note 12 details our charitable giving.

### Expenditure

Total expenditure in the year was £219,421 (2017: £217,013). (Note 3 of the financial statements provides further details.)

The largest single item of expenditure remains the diocesan parish share of £90,086 (2017: £91,987). The parish share is set by the Diocese and Deanery according to pre-determined formulae. We pay our parish share via a 12 monthly direct debit which provides us with a 1% discount. During 2018, we employed 6 different staff members, which accounted for our second largest expenditure of £48,580 (2017: £59,851).

The Church is committed to give at least 10% of its unrestricted voluntary income to support the work of charities and reach out to those in need across the world and in the UK. This year the Church's mission and charitable giving was £18,664 (2017: £22,822) as detailed in note 12.

In 2018, unrestricted expenditure (that is general and designated funds), increased to £217,194 from £207,655 in 2017 primarily due to one-off spend on installing a new sound system in the church and a survey commissioned by the PCC to inform our buildings future strategy.

In addition, rigorous cost management and budget control of our operational spend throughout the year continues and ensures we minimise the impact of inflation. We are grateful for the many volunteers who



generously provide their time and skills for the benefit of the Church and thus make a substantial saving on our running costs.

## **Net position**

The general fund representing our everyday income and expenditure activity was in deficit by £749 a result close to our budgeted position. The overall result for the year, excluding restricted funds was an excess of payments over income of £22,006 (2017: deficit of £6,717), which has reduced our designated funds.

## **Funds**

At the end of the year, the cash balances decreased to £104,859 from £118,009 in 2017, together with current asset investments of £18,284 (2017: £24,580).

## **Reserves policy**

It is PCC policy, where practicable, to maintain a minimum balance of free reserves (net current assets) equating to approximately two month's general fund payments or £32K. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at 31<sup>st</sup> December 2018 was £28,905 which is below this target. In March 2019, the PCC reviewed the reserves policy and agreed to maintain the target level of two month's unrestricted payments.

In addition, the PCC continues to designate

- £18,995 of unrestricted funds to the "major maintenance fund" to pay for large capital maintenance items expected in the near future, specifically repair of the church heating,
- £18,132 of unrestricted funds to the "Family and Youth Work fund" and
- £38,303 of unrestricted funds towards developing our buildings and facilities to meet the needs of our growing community.

## **Financial outlook**

The challenging and uncertain economic climate means that income from regular giving continues to be under pressure. This, together with the inflationary pressures on costs, continues to mean that budgetary control and on-going cost management remain a priority. The PCC and its committees are continuing to review all of our expenditure with a view to ensuring the Church secures best value for money for expenditure incurred and during 2018 we moved our Gas contract to the Parish Buying Energy basket, along with our electricity. In addition to better prices, our energy now comes from green / renewable sources.

The PCC also looks closely at how we might increase our income. We have successfully piloted the 'Parish Giving Scheme', which encourages regular giving. We will be offering this more widely to members of the congregation during 2019. The closure of the St Sebastian's Pre-School during the summer means that additional sources of rental income are required. We are currently exploring new rental options that will complement the family and children's work already taking place.



In addition, we recognise that to meet the needs of the growing community in our parish, significant investment in our buildings and facilities will be required and as the PCC prayerfully develops practical proposals, we are in parallel considering how this activity might be funded, initially by use of a fund designated for this purpose.

### **Financial administration**

A Finance Committee appointed by the PCC has responsibility for oversight of routine financial administration, annual budgeting and preparation of financial reports. In particular, our thanks are due to Celia Waters, for her accounting skills preparing accounts to mid-2018 and to John Congram who masterminded the transfer of the Church Accounts from an ancient spreadsheet to QuickBooks in the second half of the year.

### **Provision of information to independent examiners**

Each of the members of the PCC at the time when this report is approved has confirmed that:

- So far as he/she is aware, there is no relevant financial information of which the charity's independent Examiners are unaware, and
- That he/she has taken all the steps that ought to have been taken as a trustee in order to be aware of any information needed by the independent examiners in connection with preparing his report and to establish that the independent examiner is aware of that information.

### **Independent examiner**

A resolution proposing the re-appointment of Jacob George as independent examiner of the charity will be put to the Annual Parochial Church Meeting on 30th April 2019.

**Janet Rogers**

**PCC Treasurer**

Date: 7th March 2019





## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

		General Fund	Total Designated Funds	Total Unrestricted Funds	Total Restricted Funds	Capital Reserves	TOTAL	TOTAL
		2018	2018	2018	2018	2018	2018	2017
Notes			7		9			
<b>INCOME AND ENDOWMENTS</b>								
	2(a)	162,102	2,250	164,352	7,227		171,579	166,435
	2(b)	3,640	562	4,202			4,202	4,415
	2(c)	25,969		25,969			25,969	27,273
	2(d)		665	665	959		1,624	3,615
<b>TOTAL INCOME</b>		<b>191,711</b>	<b>3,477</b>	<b>195,188</b>	<b>8,186</b>		<b>203,374</b>	<b>201,738</b>
<b>EXPENDITURE</b>								
	3(a)	90,581		90,581			90,581	93,814
	3(b), 12	16,660		16,660	2,004		18,164	22,822
	3(c), 4	48,580		48,580			48,580	59,851
	3(d)	7,971	16,696	24,667			24,667	8,157
	3(e)	22,138	8,038	30,176	223		30,399	27,080
	3(f)	6,530		6,530			7,030	5,289
<b>TOTAL EXPENDITURE</b>		<b>192,460</b>	<b>24,734</b>	<b>217,194</b>	<b>2,227</b>		<b>219,421</b>	<b>217,013</b>
<b>NET INCOMING RESOURCES BEFORE INVESTMENT GAINS</b>								
		-749	-21,257	-22,006	5,959	0	-16,047	-15,275
	Net (loss) gain on investments	0	-6,296	-6,296	0	0	-6,296	-343
<b>NET MOVEMENT IN FUNDS</b>		<b>-749</b>	<b>-27,553</b>	<b>-28,302</b>	<b>5,959</b>	<b>0</b>	<b>-22,343</b>	<b>-15,618</b>
Opening Balances		29,654	103,947	133,601	2,670	296,495	432,766	448,384
Net movements in funds		-749	-27,553	-28,302	5,959	0	-22,343	-15,618
Closing Balances		<b>28,905</b>	<b>76,394</b>	<b>105,299</b>	<b>8,629</b>	<b>296,495</b>	<b>410,422</b>	<b>432,766</b>



## BALANCE SHEET FOR THE YEAR ENDED 31 DECEMBER 2018

		<u>2018</u>	<u>2017</u>
<b>ASSETS</b>	<b>Note</b>		
<u>Fixed Assets</u>			
Tangible	5(a)	296,495	296,495
Investments Fixed Assets	5(b)	<u>1,750</u>	<u>1,750</u>
		298,245	298,245
<u>Current Assets</u>			
Current asset investments	7	18,284	24,580
Debtors and Prepayments	6	4,269	10,649
Cash at bank and in hand		<u>104,859</u>	<u>118,009</u>
		127,412	153,238
<u>Current Liabilities</u>			
Creditors - falling due within one year	8	15,235	18,718
<b>NET CURRENT ASSETS</b>		112,177	134,521
<b>TOTAL NET ASSETS</b>		<u><u>410,422</u></u>	<u><u>432,766</u></u>
<b>PARISH FUNDS</b>			
Church Capital Reserves		296,495	296,495
Restricted Funds	9	8,629	2,670
Unrestricted Funds - General Fund		28,905	29,654
Unrestricted Funds - Designated Funds	7	<u>76,394</u>	<u>103,947</u>
<b>CLOSING BALANCES</b>		<u><u>410,422</u></u>	<u><u>432,766</u></u>

Approved by the Parochial Church Council on 20<sup>th</sup> March 2019 and signed on its behalf by:

The Rev Canon Andrew Marsden  
Vicar, PCC Chairman

Janet Rogers  
PCC Treasurer

The notes on pages 19 to 27 form part of these financial statements.



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 2017

### 1. Accounting policies

#### Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (SORP (FRS 102)) and the Charities Act 2011.

The PCC is a public benefit entity within the meaning of FRS 102.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets and certain of the freehold properties which are at valuation as described in the notes.

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

*Capital reserves (or permanent endowment funds)* are funds, the capital of which must be maintained; only income arising from investment of the capital reserves may be used either as restricted or unrestricted funds depending on the purpose for which the capital reserve was established. The PCC has a single permanent endowment (capital reserves) established by trust in 1968 relating to the Upkeep of the Church and Churchyard.

*Restricted funds* represent income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and donations or grants received for a specific object or invited by the PCC for a specific object. These 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.

Restricted funds include an upkeep of church and churchyard fund held under trust deed together with a number of other restricted funds, including one for the purchase of an Automated External Defibrillator.

*Unrestricted funds* are general funds that can be used to fund ongoing Church expenditure. These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.



*Designated unrestricted funds* are monies set aside by the PCC from unrestricted funds for specific purposes. That purpose is not binding on the PCC, though the PCC must be mindful of the intent when considering using the funds for other purposes. It is the simplest and most flexible way to try and ring fence money for special needs.

**"Major Maintenance Fund"**, setup in January 2012 to cover large repair and maintenance items relating to the church and buildings.

**"Family and Youth Work Fund"**, setup in November 2013 originally to pay for the one off costs relating to recruiting and employing a Family and Youth Pastor in line with the vision presented to the Church. The PCC has agreed to maintain this fund as a contingency fund for children and youth related activities.

**"Buildings and Facilities Development Fund"**, setup in December 2016 by combining the existing Sykes Legacy Fund together with additional funds received during 2016. To grow and develop our life and ministry, particularly in the light of the expanding community in our parish, the PCC has identified the need to invest in our buildings and their facilities to make them more appropriate for community use.

**"Jubilee Club Fund"**, setup in September 2017 representing funds and expenditure relating to this church group.

## **Income**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resources to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Rental income from the letting of the PCC property is recognised when the rental is due. Investment income is included in the accounts when receivable. Investment gains and losses include any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year. All other income is accounted for gross.

## **Expenditure**

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

It is the policy of the PCC that at least 10% of our voluntary unrestricted giving (and related recoveries of income tax) should be used for missionary and charitable giving: at the year-end amounts are accrued to comply with this policy.



## Fixed assets

As Consecrated and benefice property of any kind is excluded from the statutory definition of “charity” by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Moveable 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 (at any reasonable time). No value is placed on these assets in the financial statements. No individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

Freehold properties are either stated at cost when built by the Parish or stated at valuation when donated to the PCC.

Fixed asset investments are stated at cost.

Other Tangible fixed assets are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows: *Land* - Nil / *Buildings\** - Nil / *Fixtures & Fittings* - 20 years

\*No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value.

## Current assets

Current asset investments are held at market value.



## 2. Income and Endowments

	General Fund	Total Designated Funds	Total Restricted Funds	TOTAL	TOTAL
	Jan - Dec 18	Jan - Dec 18	Jan - Dec 18	Jan - Dec 18	Jan - Dec 17
<b><u>2(a) Donations and Legacies</u></b>					
Planned Giving					
Gift Aid Donations	128,998			128,998	126,052
Other Tax efficient giving	3,762	2,000		5,762	3,191
<b>Total Gift Aided Income</b>	<b>132,760</b>	<b>2,000</b>		<b>134,760</b>	<b>129,243</b>
Tax recoverable	25,910	250		26,160	29,459
Collections at Services	3,292		2,004	5,296	6,413
Other Donations non gift aid	140		223	363	1,320
Restricted Grant Received			5,000	5,000	
<b>Sub-Total Donations and Legacies</b>	<b>162,102</b>	<b>2,250</b>	<b>7,227</b>	<b>171,579</b>	<b>166,435</b>
<b><u>2(b) Income Charitable activities</u></b>					
Charitable Activities - Fees	2,737			2,737	3,651
Charitable Activities - Other	903	562		1,465	764
<b>Sub-Total Income Charitable activities</b>	<b>3,640</b>	<b>562</b>		<b>4,202</b>	<b>4,415</b>
<b><u>2(c) Income from Trading Activities</u></b>					
St Sebs Lodge Rental Income	18,670			18,670	18,250
Church Hall Rental Income	7,299			7,299	9,023
<b>Sub-Total Income from Trading Activities</b>	<b>25,969</b>			<b>25,969</b>	<b>27,273</b>
<b><u>2(d) Income from Investments</u></b>					
Sykes Legacy Divds & Interest		665		665	2,604
Dividends Restricted Funds			959	959	1,011
<b>Sub-Total Income from Investments</b>		<b>665</b>	<b>959</b>	<b>1,624</b>	<b>3,615</b>
<b>Total Income</b>	<b>191,711</b>	<b>3,477</b>	<b>8,186</b>	<b>203,374</b>	<b>201,738</b>

Note: "Collections at Services" now excludes contribution to expense receipts. 2017 restated



### 3. Expenditure

	<i>General Fund</i>	<i>Designated Funds</i>	<b>Total Unrestricted Funds</b>	<b>Total Restricted Funds</b>	<b>TOTAL</b>	<b>TOTAL</b>
	<u>Jan - Dec 18</u>	<u>Jan - Dec 18</u>	<u>Jan - Dec 18</u>	<u>Jan - Dec 18</u>	<u>Jan - Dec 18</u>	<u>Jan - Dec 17</u>
<b>Expenditure</b>						
<b>3(a) Parish Share and Fees</b>						
Parish Share	90,086	0	90,086	0	<b>90,086</b>	91,987
Diocese and Deanery Fees	<u>495</u>	<u>0</u>	<u>495</u>	<u>0</u>	<u><b>495</b></u>	<u>1,827</u>
<b>Sub-Total Parish Share and Fees</b>	<u>90,581</u>	<u>0</u>	<u>90,581</u>	<u>0</u>	<u><b>90,581</b></u>	<u>93,814</u>
<b>3(b) Mission and Charitable Giving</b>	16,660	0	16,660	2,004	<b>18,164</b>	22,822
<b>3(c) Staff Costs</b>	48,580	0	48,580	0	<b>48,580</b>	59,851
<b>3(d) Ministry Costs</b>						
Family and Youth	4,206	0	4,206	0	<b>4,206</b>	4,154
Education Evangelism & Pastoral	794	679	1,473	0	<b>1,473</b>	1,434
Church Services Costs	<u>2,971</u>	<u>16,017</u>	<u>18,988</u>	<u>0</u>	<u><b>18,988</b></u>	<u>2,569</u>
<b>Sub-Total Ministry Costs</b>	<u>7,971</u>	<u>16,696</u>	<u>24,667</u>	<u>0</u>	<u><b>24,667</b></u>	<u>8,157</u>
<b>(3e) Premises Costs</b>	22,138	8,038	30,176	223	<b>30,399</b>	27,080
<b>(3f) Other Church Activities</b>						
Communications	3,545	0	3,545	0	<b>3,545</b>	3,467
Independent Examiner's Fee	500	0	500	0	<b>500</b>	500
Other Administration Expenses	<u>2,485</u>	<u>0</u>	<u>2,485</u>	<u>0</u>	<u><b>2,485</b></u>	<u>1,322</u>
<b>Sub-Total Other Church Activities</b>	<u>6,530</u>	<u>0</u>	<u>6,530</u>	<u>0</u>	<u><b>6,530</b></u>	<u>5,289</u>
<b>Total Expenditure</b>	<u><b>192,460</b></u>	<u><b>24,734</b></u>	<u><b>217,194</b></u>	<u><b>2,227</b></u>	<u><b>219,421</b></u>	<u><b>217,013</b></u>

Note: "Mission and Charitable Giving" now excludes contribution to expense payments. 2017 restated.



#### 4. Staff Costs

	2018	2017
	£	£
Salaries	47,471	56,018
Social Security Costs	798	3,646
Pension Contribution	312	187
	<u>48,580</u>	<u>59,851</u>

There were 6 different employees in post throughout the year 2018.

#### 5. Fixed Assets

##### (a) Tangible fixed assets - freehold land and buildings

Actual/deemed cost	£ 296,495
Accumulated Depreciation	<u>0</u>
Net Book Value	<u>296,495</u>

Freehold land and buildings comprise the church hall and the parish centre, both of which were built by the PCC and are stated at cost of £201,495, and St Sebastian's Lodge which is stated at a valuation made in the year of donation to the PCC of £95,000. It is not considered that the current value of the freehold properties is lower than their stated cost and accordingly no depreciation has been provided. The PCC do not see any benefit in obtaining a current valuation of these properties.

##### (b) Investments

CBF Investment fund - 1,764 shares	£ 1,750
	<u>1,750</u>

The CBF Investment funds represents permanent endowment (capital reserves) relating to the Upkeep of the Church and Churchyard restricted fund.

#### 6. Debtors

	<u>2017</u>	<u>2018</u>
Tax Recoverable	1,740	3,346
Other Debtors SMP Recovery	2,529	4,172
Accrued income-Hall		1,289
Prepayments		<u>1,841</u>
	<u>4,269</u>	<u>10,648</u>





## 7. Designated Funds

The PCC has designated funds for four purposes: Buildings and facilities development (formerly the Sykes Legacy) Fund, Family and youth work, the Major maintenance and activities relating to the 'Jubilee Club'.

	Building & Facility Fund -Invest (Designated)	Building & Facilities Fund - Cash (Designated)	Family & Youth Work Fund (Designated)	Major Maintenance Fund (Designated)	Jubilee Club Fund (Designated)	TOTAL (Designated)	2017 TOTAL
Opening Balance	24,580	42,159	18,132	17,995	1,081	103,947	103,722
Total Income		1,915	0	1,000	562	3,477	5,559
Total Expense		24,055	0		679	24,734	2,858
Net (loss) gain on investments	-6,296					-6,296	-2,476
Closing Balance	<u>18,284</u>	<u>20,019</u>	<u>18,132</u>	<u>18,995</u>	<u>964</u>	<u>76,394</u>	<u>103,947</u>

The investments are stated at the market value prevailing at 31 December 2018.

## 8. Creditors - amounts falling due within one year

	2018	2017
Pension Provider	125	
Rent in Advance - SS Lodge	1,580	
Accruals	1,145	7,709
Gas/Elec/Water Supply Accrual	608	763
Tithing Provision	11,777	9,824
HMRC Payroll Creditor/Debtor		422
	<u>15,235</u>	<u>18,718</u>



## 9. Restricted Funds

	Specific Collections- Charity (Restricted Funds)	Church CYard Fund (Restricted Funds)	Other Restricted Funds (Restricted Funds)	Total (Restricted Funds)	TOTAL 2017
Opening Balance	0	1,789	881	2,670	9,095
Income	2,004	959	5,223	8,186	3,863
Expenditure	2,004		223	2,227	12,421
Net loss (Gain) on investments					-2,133
Closing Balance	<u>0</u>	<u>2,748</u>	<u>5,881</u>	<u>8,629</u>	<u>2,670</u>

Restricted funds include an upkeep of Church and churchyard fund together with a number of other funds. During 2018 we are grateful to Wokingham United Charities for a grant of £5000 towards improving the back of church.

## 10. Disclosure of trustee and staff remuneration, related party and other transactions

- PCC member Rev Canon Andrew Marsden is also a Governor of St Sebastian's School. During the year, the PCC made grants of £1,394 to the school to pay for Diocesan Education Services and bibles for the children and staff.
- PCC member Richard Tudor is also a Trustee of the Mityana Charity. During the year, the PCC made a grant of £1,200 to the Mityana Charity.
- PCC Member Janet Rogers is also a trustee of Wokingham United Charities who made a (restricted) grant to the PCC of £5,000 to fund work to enable Little Angels to meet in the Church.
- The Associate Minister for Evangelism was both a PCC Employee and a member of the PCC until his resignation in March 2018. His salary and employer national insurance costs were £4,695. The Church Finance Administrator, employed by the PCC, is married to one of the Trustees and her salary, pension & employer national insurance costs were £2,845. The Children's Worker (on maternity leave from May 2017-May 2018), employed by the PCC, is also married to one of the Trustees and her salary & employer national insurance costs were £4,417.
- No other payments or expenses were paid to any other member of the PCC or person closely connected to them or related parties, other than the re-imbursment of expenses incurred by PCC members in respect of Church activities.
- PCC indemnity insurance cover is provided for all PCC members as part of the Ecclesiastical Parish Plus Insurance policy entered into on annual basis. The annual premium for the church and hall insurance, which also covers areas such as employer's liability, property damage, consequential loss and financial loss, is £3,228 for the year to 30 April 2018. The cost of the indemnity insurance cover is not separately identifiable.



## 11. Fees payable to the Independent Examiner

The independent examiner fee is £500.

## 12. Charitable grants and special collections

During the year, charitable grants were made to the following organisations:

### Regular Giving

Create Hope	600
Just Around The Corner	1,200
Reading Womens Centre	600
Soulscape	1,200
Oasis International	2,400
Krasif Aid	600
M Williams	1,800
Mitiyana Charity	1,200
Open Doors	1,500
	<hr/>
	11,100

### Other Donations

St Sebastian's Primary School inc Bibles for children and staff	1,394	
Tearfund	Myanmar Refugees Emergency Appeal	938
Bible Society	704	
Crow thorne Summer Activities	500	
Edson Chaoma	Accountancy tuition fees	450
Sundry Charities	269	
Set aside for giving	1,305	
	<hr/>	
	5,560	

### Special collections:

In addition, we collected £2,004 on behalf of the following organisations Christian Aid, Open Doors, Royal British Legion, Samaritan's Purse, Tearfund (Myanmar Appeal), the Children's Society and Toybox.