



PCC Chilwell
Registered Charity 1134214

Reports and Accounts
for the year ended 31 December 2015

Contents

1. Trustees' Annual Report	p1
2. Independent examiner's report	p4
3. Financial Statements	p5
4. Notes to the Accounts	p7

Trustees' annual report for the year ended 31 December 2015

Objectives and activities

The objects of the Charity are: to advance the Christian faith and to promote in the parish of Chilwell the whole mission of the church. The trustees must use the income, and may use the capital, of the Charity in promoting these objects.

Activities are organised from one or other of the two Church of England places of worship in the parish, Christ Church on High Road and St Barnabas on Inham Road. The Charity holds regular services of Christian worship, carries out various activities and events for young people, older people (including some in residential care), parents and children, and people with pastoral and social needs. Services, events and activities are open to any person in the community, whether or not they are regular worshipping members of Christ Church or St Barnabas. The Charity aims to minister to social and spiritual needs.

The activities of Christ Church and St Barnabas are supported by ministers appointed by the Diocese of Southwell and Nottingham, plus paid staff engaged by trustees, and also relies on time given by volunteers. This contribution by committed and variously-skilled people is a tremendous asset to the churches and is estimated to amount to at least 250 hours per week.

The trustees are aware of Charity Commission guidance on *public benefit* and consider that people in the community and visitors to Chilwell are able to take advantage of the various services, events and activities – most of which are provided free of charge.

Achievements and performance

The two churches held regular weekly worship services four times on Sunday and ran various groups for children and young people; there was also a regular monthly midweek service (*Worship on Wednesday, or WOW*); St Barnabas was also the venue for a *Café Church* organised by local Methodists under the terms of a premises sharing agreement.

Outreach work included a weekly Food Bank at St Barnabas and a debt advice service managed from Christ Church. These activities were in partnership with Hope Nottingham and Christians Against Poverty, and members of the two churches have been personally involved in supporting the work of these organisations as well.

In addition to its work in the parish of Chilwell the Charity also provides financial and other support to a number of individuals and organisations. These are approved by the trustees from time to time, and the churches receive information to enable support and prayer.

A more detailed description of achievements in the reporting period is provided in the parish *Annual Review* which is presented to the annual church meetings, and copies are available on request to the parish office.

Financial review

The Charity received income of over £300,000 in the reporting period, of which 86% came from individual giving plus gift aid, and 9% from lettings, statutory fees and event moneys.

Total expenditure was just under £350,000. Expenditure included the planned use of the £290,000 designated funds brought forward at the beginning of the year, and some of the £55,000 general funds was also used in the year. St Barnabas funds are managed by a *District Church Council (DCC)* and are treated as designated funds in these Accounts. The Charity aims to hold general non-designated reserves sufficient to cover about two months' regular general expenditure. Regular general expenditure was about £20,500 so the £55,200 general funds brought forward represent 2½ months and the £33,700 carried forward represent 1½ months (all figures rounded). The DCC maintained about £7,500 in funds for its general use, which represent about 3½ months of its regular expenditure - this slightly higher cover is considered appropriate in view of its financial position.

The two Churches brought designated general funds forward at the beginning of the year, of which the majority represented the remaining proceeds from the sale of two properties in earlier years. The Charity has agreed that these designated funds will be used over a three-to-four year period to finance paid children and youth ministers, some improvements to the churches and church hall, and other projects to be approved by the trustees that are aimed at *growing the kingdom of God* in Chilwell.

The trustees consider that the Charity is a going concern, having sufficient anticipated ongoing individual giving and available reserves to resource the churches' future plans.

Structure, governance and management

The Charity is controlled by the Parochial Church Council Powers Measure (1956) as amended and Church Representation Rules, and constitutes an unincorporated charity. Trustees are ex officio and elected members of the Parochial Church Council ("PCC").

Ex officio members are: the ordained clergy assigned to the parish; members of General Synod on the electoral roll; members of Diocesan and Deanery Synod covering the parish; and the Church Wardens. Church Wardens are elected for a term of one year at an Annual Vestry Meeting. New elected members are appointed at each Annual General Meeting for a term of three years, to bring numbers up to a maximum of eleven. At least four posts have to be re-elected each year, with earliest elected members standing down as necessary. Changes in election rules can be proposed at an AGM to take effect from the following year. Church Wardens and ordinary PCC members can be nominated by any person on the electoral roll of the parish. The Incumbent has a statutory right to appoint one Church Warden; this right was not exercised for this reporting year.

St Barnabas has many of the attributes of a "conventional district" (whereby the pastoral oversight is split within a parish). St Barnabas has an Associate Minister in charge, elects members to the DCC at an annual meeting, maintains its own electoral roll, and manages its own finances during the year. DCC representatives attend PCC meetings, and PCC representatives attend DCC meetings. The DCC makes reports to the PCC as agreed between the two bodies, and DCC finances are included in the Charity accounts.

The present incumbent, Rev Canon Alan Howe is also Priest in Charge of St Barnabas, Lenton Abbey. Lenton Abbey is a separate parish defined under the general governance of the Church of England, has its own PCC and produces its own reports and accounts. The Charity thus has no trustee responsibilities for Lenton Abbey.

Reference and administrative details

Charity name: PCC Chilwell
also known as: the Parochial Church Council for the ecclesiastical parish of Christ Church Chilwell (old name)

Charity Number: 1134214

Principal office: 6 College Road, Beeston, Nottingham, NG9 4AS

Charity Trustees:

Rev Canon Alan Howe (Incumbent for Chilwell parish)
Rev Canon Lillian Heptinstall (Associate Minister for St Barnabas to September 2015)
Rev Anne Ladd (Associate Minister for St Barnabas from November 2015)
Rev Nicholas Ladd (Associate Minister for St Barnabas from November 2015)

Mrs Elizabeth Attwood (to March 2015)	Mr Jonathan Batchelor
Mr Paul Beedell	Mr Peter Broadley (to March 2015)
Dr Tim Easun (to March 2015)	Mr Alan Darley
Mr Graham Gardner	Mr Matthew Howe
Mr Ben Marston (from April 2015)	Ms Helen Mather
Miss Margaret Metcalfe	Rev Liam O'Boyle
Mrs Ruth Price (from April 2015)	Mr Clint Redwood
Mrs Judith Renton	Mr Colin Slater
Mr Gary Stephenson	Mrs Penelope Wallace
Mrs Anne Willmot	

At the time this report was approved, Penelope Wallace and Clint Redwood were the Church Wardens, Gary Stephenson was the Treasurer and Ruth Price was the Secretary.

Approval

This report was approved by the trustees at the PCC meeting on 24 February 2015

Alan Howe

Rev Canon Alan Howe

Independent Examiner's Report to the Trustees of PCC Chilwell

I report on the accounts of the Trust for the year ended 31 December 2015, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. 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:

- examine the accounts (under section 145 of the 2011 Act)
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to 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. 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 consideration of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

Independent examiner's statement

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

- ¹⁾ 2) 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 accounting requirements of the 2011 Act

have not been met; or

- 3) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen Anthony Harcourt FCCA

25 February 2015

Baldwins (Nottingham) Limited
Chartered Certified Accountants
32 Eldon Business Park
Attenborough
Nottingham
NG9 6DZ

Statement of Financial Activities for the year ending 31 December 2015

	Note	Unrestricted Funds General funds £	Designated funds £	Restricted Income funds £	TOTAL FUNDS 2015 £	TOTAL FUNDS 2014 £
Income and endowments from:						
Donations and legacies	2(a)	228,506	19,601	25,179	273,286	268,947
Charitable activities	2(b)	2,953	530	1,883	5,366	3,976
Other trading activities	2(c)	17,192	4,561	-	21,753	21,843
Investments	2(d)	614	55	-	669	1,064
Other (2014)	2(e)	-	-	-	-	50,068
Total		<u>249,265</u>	<u>24,747</u>	<u>27,062</u>	<u>301,074</u>	<u>345,898</u>
Expenditure on:						
Charitable activities	3	270,767	48,605	29,933	349,305	358,975
Total		<u>270,767</u>	<u>48,605</u>	<u>29,933</u>	<u>349,305</u>	<u>358,975</u>
Net income/(expenditure)		(21,502)	(23,858)	(2,871)	(48,231)	(13,077)
Transfers between funds		-	5,227	(5,227)	-	-
Transfer from funds invested in buildings		-	-	-	-	120,000
Net movement in funds		<u>(21,502)</u>	<u>(18,631)</u>	<u>(8,098)</u>	<u>(48,231)</u>	<u>106,923</u>
Reconciliation of funds:						
Total funds brought forward	7	<u>55,273</u>	<u>284,776</u>	<u>9,395</u>	<u>349,444</u>	<u>242,521</u>
Total funds carried forward	7	<u><u>33,771</u></u>	<u><u>266,145</u></u>	<u><u>1,297</u></u>	<u><u>301,213</u></u>	<u><u>349,444</u></u>

Statement of Total Recognised Gains & Losses for the year ending 31 December 2015

	2015 £	2014 £
Net income/(expenditure)	(48,231)	(13,077)
Revaluation of fixed assets	<u>10,624</u>	<u>11,548</u>
Total recognised gains and losses	<u><u>(37,607)</u></u>	<u><u>(1,529)</u></u>

The notes on pages 7 to 11 form part of these statements

PCC Chilwell

Registered Charity No 1134214

Balance Sheet at 31 December 2015

	Note	2015 £	2014 £
<u>Fixed assets</u>			
Tangible assets		<u>1,072,172</u>	<u>1,061,548</u>
Total fixed assets	7	<u><u>1,072,172</u></u>	<u><u>1,061,548</u></u>
<u>Current assets</u>			
Debtors	4	13,003	12,002
Cash at bank and in hand	8	<u>295,578</u>	<u>352,324</u>
Total current assets		<u><u>308,581</u></u>	<u><u>364,326</u></u>
<u>Liabilities</u>			
Creditors: amounts falling due within one year	5	<u>(7,368)</u>	<u>(14,882)</u>
Net current assets		<u>301,213</u>	<u>349,444</u>
Total assets less current liabilities		<u><u>1,373,385</u></u>	<u><u>1,410,992</u></u>
<u>Total net assets</u>		<u><u>1,373,385</u></u>	<u><u>1,410,992</u></u>
<u>The funds of the Charity</u>			
<u>Unrestricted funds</u>			
General funds Christ Church		33,771	55,273
Designated funds Christ Church		150,395	199,000
Designated funds St Barnabas		115,750	85,775
<u>Restricted funds</u>			
Income funds Christ Church		743	3,614
Income funds St Barnabas		554	5,782
<u>Capital funds</u>			
Invested in land and buildings		<u>1,072,172</u>	<u>1,061,548</u>
		<u><u>1,373,385</u></u>	<u><u>1,410,992</u></u>

The notes on pages 7 to 11 form part of this Account.

These Accounts were approved by the trustees at the PCC meeting on 24 February 2015. The financial statements have been prepared in accordance with the Financial Standard for Small Entities (effective January 2015)

Alan Howe

Rev Canon Alan Howe (Incumbent)

Gary Stephenson

Mr Gary Stephenson (Treasurer)

Notes to the Accounts**1 Accounting policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities (2015) following the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

Funds

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds managed by the DCC are treated as designated funds for the purpose of these accounts. Funds designated for a particular purpose by the PCC or DCC are unrestricted. Restricted funds represent the funds of the Charity that are subject to restrictions regarding their use as set out by the donors.

The accounts include all transactions, assets and liabilities for which the Charity 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.

Income and endowments

Collections are recognised when received by or on behalf of the Charity. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donations are recognised, or on claim date for new declarations. Bank interest is recognised only when received. Legacies are recognised when the amount receivable is known.

Expenditure

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the Charity. The diocesan parish share is accounted for when paid. All expenditure on fixtures, fittings and office furniture is written off at the time expenditure is incurred.

Fixed Assets

Consecrated and beneficial property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011. Moveable church furnishings held by the Vicar and Churchwardens on special trust for the Charity, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed on the Charity's Inventory which can be inspected at any reasonable time. No value is placed on such property in these accounts.

All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

Christ Church Church Hall is included in the Balance Sheet as a Fixed Asset. No provision is made for depreciation. The value ascribed to the Church Hall is the insurance valuation.

Reserves

Trustees aim to hold sufficient general undesignated reserves to cover two months regular general expenditure. Where higher amounts of general funds are available, trustees designated these for specific purposes and make plans for the use of these designated reserves over a small number of years as agreed at PCC meetings and reviewed from time to time.

2 Income and endowments

	Unrestricted Funds		Restricted	TOTAL	TOTAL
	General Funds £	Designated Funds £	Income Funds £	FUNDS 2015 £	FUNDS 2014 £
2(a) <u>Donations and legacies</u>					
Planned giving:					
Gift-aided planned giving	150,930	10,741	7,910	169,581	166,827
Other planned giving	34,343	3,397	2,553	40,293	39,438
Collections at all services	3,072	1,620	-	4,692	5,239
Other donations	-	995	233	1,228	1,939
Tax recoverable through gift aid	39,161	2,848	1,978	43,987	44,004
Legacies	1,000	-	-	1,000	-
Grant income	-	-	12,505	12,505	11,500
	<u>228,506</u>	<u>19,601</u>	<u>25,179</u>	<u>273,286</u>	<u>268,947</u>
2(b) <u>Charitable activities</u>					
Fees: weddings, funerals etc	2,953	110	-	3,063	2,516
Methodist sharing agreement	-	420	-	420	-
Receipts towards church events	-	-	1,883	1,883	1,460
	<u>2,953</u>	<u>530</u>	<u>1,883</u>	<u>5,366</u>	<u>3,976</u>
2(c) <u>Other trading activities</u>					
Letting of church halls	17,192	4,561	-	21,753	21,843
	<u>17,192</u>	<u>4,561</u>	<u>-</u>	<u>21,753</u>	<u>21,843</u>
2(d) <u>Investments</u>					
Bank interest	<u>614</u>	<u>55</u>	<u>-</u>	<u>669</u>	<u>1,064</u>
2(e) <u>Other income (2014)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,068</u>
Total	<u><u>249,265</u></u>	<u><u>24,747</u></u>	<u><u>27,062</u></u>	<u><u>301,074</u></u>	<u><u>345,898</u></u>

3 Expenditure

	Unrestricted Funds General Funds £	Designated Funds £	Restricted Income Funds £	TOTAL FUNDS 2015 £	TOTAL FUNDS 2014 £
Charitable activities					
Outward giving	28,887	2,428	2,853	34,168	49,899
Parish share	138,348	15,000	-	153,348	152,388
Centre for Youth Ministry costs	6,718	-	875	7,593	9,564
Other staff salaries & NI	34,944	16,223	17,127	68,294	54,866
Staff working expenses	5,817	2,139	1,032	8,988	9,468
Other mission & evangelism	10,782	53	7,106	17,941	21,647
Church running expenses	21,339	5,304	940	27,583	24,817
Examination fees	660	-	-	660	660
Church utility bills	4,792	1,931	-	6,723	7,941
Hall running costs	14,497	-	-	14,497	15,052
Church repairs/works	-	5,527	-	5,527	9,891
Hall repairs/works	3,983	-	-	3,983	2,782
Total	<u>270,767</u>	<u>48,605</u>	<u>29,933</u>	<u>349,305</u>	<u>358,975</u>

4 Debtors

	2015 £	2014 £
Income tax recoverable	9,410	10,510
Sundry debtors	2,501	333
Prepayments	1,092	1,159
	<u>13,003</u>	<u>12,002</u>

5 Creditors: amounts falling due within one year

	2015 £	2014 £
Creditors	5,324	14,222
Accruals	2,044	660
	<u>7,368</u>	<u>14,882</u>

6 Summary of fund movements

Fund Name	Balances brought forward £	Income £	Expenditure £	Transfers £	Balances carried forward £
<u>Restricted income funds</u>					
Christ Church					
Staff costs	-	7,475	(7,475)	-	-
Mission	-	2,693	(2,693)	-	-
CAP project	3,500	14,779	(17,560)	-	719
Men's group	114	160	(210)	-	64
Events	-	1,671	(1,671)	-	-
St Barnabas					
Building	5,000	-	-	(5,000)	-
Children	227	-	-	(227)	-
Young people	445	15	-	-	460
Gifts/events	109	270	(325)	-	54
<u>Designated funds</u>					
Christ Church					
Kingdom	109,000	-	-	-	109,000
Ministry	90,000	-	(18,227)	-	71,773
St Barnabas					
General use	7,713	24,695	(24,851)	-	7,557
PCC gift	78,063	51	(2,723)	-	75,391
Building	-	-	(2,803)	5,000	2,197
Children	-	-	-	227	227
<u>General funds</u>					
Christ Church	55,273	249,265	(270,767)	-	33,771
Total funds	349,444	301,074	(349,305)	-	301,213

7 Invested in land and buildings

	Balance at 1/1/15 £	Revaluation £	Balance at 31/12/15 £
Christ Church			
Church Hall	1,061,548	10,624	1,072,172
	<u>1,061,548</u>	<u>10,624</u>	<u>1,072,172</u>

8 Staff costs

	2015	2,014
	£	£
Salaries	65,500	53,349
Social Security	<u>2,794</u>	<u>1,517</u>
	<u>68,294</u>	<u>54,866</u>

The full-time equivalent of 2.5 staff were employed in 2014 and 2015 – none of these were trustees. At the end of 2015 there were six employed individuals. The PCC pays in each year at least the Living Wage Foundation *living wage* published the previous November. No employee received emoluments of more than £60,000 in the year. The Workplace Pension staging date is November 2016.

9 Cash at bank and in hand

	2015	2014
	£	£
Net incoming resources	(48,231)	(13,077)
Decrease in debtors	(1,001)	216,359
Increase in creditors	(7,514)	4,359
Sale of fixed asset	-	170,000
less Gain on sale	<u>-</u>	<u>(50,000)</u>
Net cash inflow	(56,746)	327,641
Cash at Bank and in Hand brought forward 1 Jan 2014	<u>352,324</u>	<u>24,683</u>
Cash at Bank and in Hand carried forward 31 Dec 2014	<u>295,578</u>	<u>352,324</u>

Represented by:

Christ Church current account balances	38,939	81,184
Christ Church deposit account balances	170,715	170,171
Christ Church Cash in Hand	11	341
St Barnabas current account balances	9,862	15,628
St Barnabas deposit account balance	<u>76,051</u>	<u>85,000</u>
	<u>295,578</u>	<u>352,324</u>

10 Grants (restricted for Christians Against Poverty project)

	2015	2,014
	£	£
Greenwood Trust	1,350	-
Sage Trust	1,000	-
Diocesan Mission Development Fund	<u>10,155</u>	<u>11,500</u>
	<u>12,505</u>	<u>11,500</u>

11 Trustees benefits and remuneration

No trustee received remuneration or expenses for their work as a trustee, and no trustee received any material benefit from financial transactions of the Charity in 2014 or 2015.