

ANNUAL REPORT OF THE EASTINGTON PAROCHIAL CHURCH COUNCIL

INDEPENDENT EXAMINER'S REPORT TO THE EASTINGTON PAROCHIAL CHURCH COUNCIL

I report on the accounts of the Eastington PCC for the year ended 31 December 2016, which are set out on the following six pages.

Respective Responsibilities of the PCC and Examiner

As members of the PCC you are responsible for the preparation of the accounts. You consider that an audit is not required 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,
- follow the procedures laid down in the general Directions given by the Charities 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. An examination includes a review of the accounting records maintained by the PCC and a comparison of the accounts presented with those records. It also includes consideration of unusual items or disclosures in the accounts and seeking explanation 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. 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

2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

John Green
Chartered Accountant (South Africa)
27 Chestnut Park, Kingswood, Wotton-under-Edge, GL12 8RJ
5 April 2017

ANNUAL REPORT OF THE EASTINGTON PAROCHIAL CHURCH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	2016			Total £	2015 Total £
		General Funds £	Designated Funds £	Restricted Funds £		
RECEIPTS						
<u>Incoming resources from donors:</u>						
Income Tax Recovered	3	2,291		379	2,670	3,342
Planned Giving		6,046	90	420	6,556	6,542
Loose Collections		2,942	388	504	3,834	5,256
<u>Other voluntary incoming resources:</u>						
Fund-raising Events	4	787			787	2,201
Donations	5	381		700	1,081	1,150
<u>Income from investments:</u>						
Interest		20	40	30	90	99
<u>Income from trading:</u>						
Magazine Sales		19			19	65
Fees	6	5,656			5,656	3,891
Church Lettings	7	250			250	350
Flower Arranging			581		581	0
<u>Other incoming resources:</u>						
Friends Membership				60	60	165
TOTAL RECEIPTS	21	18,392	1,099	2,093	21,584	23,061
PAYMENTS						
<u>Activities directly relating to the work of the church:</u>						
Parish Share	8	14,000			14,000	10,000
Working Expenses	9	101			101	347
Deanery Admin	10	156			156	120
Administration Expenses		46			46	34
Cost of Services	11	548			548	255
Church Running Expenses	12	4,316			4,316	4,393
Church Maintenance	13	262		1,389	1,651	522
Organist Fee						20
Charity/Mission Giving	14	10	478	732	1,220	2,977
Senior Choir						85
Governance Costs						30
<u>Other payments:</u>						
Music Expenses	15	131			131	151
Sundry Expenses	16	557			557	406
Honorarium	17	200			200	175
Flowers and Materials	18		516		516	14
Bell Ringers		10			10	10
Fund-raising Fees	19	44			44	42
TOTAL PAYMENTS	21	20,381	994	2,121	23,496	19,580
NET RECEIPTS / (PAYMENTS)		(1,989)	105	(28)	(1,912)	3,481

ANNUAL REPORT OF THE EASTINGTON PAROCHIAL CHURCH COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2016

	Notes	2016			2015
		General Funds	Designated Funds	Restricted Funds	
		£	£	£	£
<u>BANK ACCOUNTS</u>	20				
Treasurers Account		6,943			8,952
Churchwardens Peters Legacy			256		256
Fabric Fund				2,803	2,968
CBF Account		4,047	8,532	6,446	18,936
Flower Fund			1,260		1,195
Friends Fund				1,119	1,013
		10,990	10,048	10,368	33,320

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1. Basis of accounting

The financial statements have been prepared on the receipts and payments basis in accordance with the Church Accounting Regulations 2006.

2. Accounting policies

The financial statements include monetary transactions, assets and liabilities for which the PCC can be held responsible.

Receipts are included when received and payments when irrevocably paid.

Restricted funds must be used for the purpose for which the money was given or donated. Unrestricted funds used for any charitable purpose of the PCC. Designated funds are amounts earmarked for specific purposes by the PCC. Designated funds may be undesignated by the PCC at anytime.

3. Income Tax Recovered

	2016			2015
	General Funds	Designated Funds	Restricted Funds	
	£	£	£	£
Gift Aid through Parish Giving Scheme	733			725
Gift Aid Claim for Jan-Dec 2015 [2014]	812		151	1,328
GASDS Claim for 2015/16 [2014/15]	746			909
Charity GASDS Claim for 2015/16 [2014/15]			228	380
	2,291		379	3,342

Gift Aid in the Restricted column includes £151 for the Fabric and Friends funds (2015: £120). The Gift Aid Small Donation Scheme (GASDS) provides Gift Aid on small cash sums collected where a Gift Aid declaration has not been provided. Where such collections include a share for charities, the charities' share is restricted.

ANNUAL REPORT OF THE EASTINGTON PAROCHIAL CHURCH COUNCIL

4. Fund-raising Events

	2016 £	2015 £
Annual Quiz	203	216
Benjamin Dry Concert		126
Car Boot Sale	19	
Christmas Tree Festival	5	735
Church Open Day		96
Club Visit	37	
International Evening (2016: Greek, 2015: French)	340	560
Splash/BBQ	183	
Sponsored Walk		296
Table Top Sale		172
	787	2,201

5. Donations

	2016			2015	
	General Funds £	Designated Funds £	Restricted Funds £	Total £	Total £
Cotswold Youth Singers			700	700	200
Eastington Horse Show & Gymkhana	200			200	200
Legacies					500
Other	181			181	250
	381		700	1,081	1,150

6. Fees

	2016 £	2015 £
Funerals	378	1,180
Interment of Ashes	111	330
Memorials		107
Weddings	5,087	2,178
Other	80	96
	5,656	3,891

7. Church Lettings

The Cotswold Youth Singers paid room hire of £250 (2015: £350).

8. Parish Share

The Parish's share of the Deanery apportionment is allocated by the Deanery using the Diocesan formula. This formula is based on clergy numbers, active church membership and average parish income. The PCC pledged a Parish share of £12,000 (2015: £10,000) and paid an additional £2,000 from reserves.

9. Working Expenses

These are expenses such as travel expenses, telephone, stationary, postage, website fee and benefice administration.

10. Deanery Admin

The Deanery Office costs 1.3% of our Parish Share of £12,000 which is £156 (2015: 1.2% of £10,000 was £120).

ANNUAL REPORT OF THE EASTINGTON PAROCHIAL CHURCH COUNCIL

11. Cost of Services

The bulk of these costs covers photocopying of service sheets and other material used during services. The rest relates to items such as communion wafers and wine.

12. Church Running Expenses

	2016 £	2015 £
Electricity	1,241	933
Gas	1,298	1,578
Insurance	1,743	2,017
Water	34	95
Cleaning Expenses	0	5
	4,316	4,393

13. Church Maintenance

	2016			2015	
	General Funds £	Designated Funds £	Restricted Funds £	Total £	Total £
Annual Visit by J.B. Young			216	216	216
Fire Extinguisher Maintenance	208			208	98
Heating System Maintenance			180	180	
Lanyard Replacement			90	90	
Lightning Protection	54			54	
Piano Tuning					60
Quinquennial Inspection Repairs			903	903	
Sound System Maintenance					140
Other					8
	262		1,389	1,651	522

14. Charity/Mission Giving

	2016			2015	
	General Funds £	Designated Funds £	Restricted Funds £	Total £	Total £
Donations from funeral collections			504	504	1,661
Donations from special services		478		478	500
Donations from wedding collection					193
GASDS forwarding payment			228	228	341
Fundraising share					282
Donation to Whitminster for Floodlights	10			10	
	10	478	732	1,220	2,977

15. Music Expenses

	2016 £	2015 £
RSCM membership	99	97
Music books	32	54
	131	151

ANNUAL REPORT OF THE EASTINGTON PAROCHIAL CHURCH COUNCIL

16. Sundry Expenses

	2016 £	2015 £
Benefice Fund	148	247
Candles and Wood Treatment	135	48
Chalice	192	
Photocopying License		108
Other	82	3
	557	406

17. Honorarium

Fees for services rendered by organists £200 (2015: £175).

18. Flowers and Materials

	2016 £	2015 £
Flowers for Weddings	430	
Flowers for Remembrance	44	
Oasis Bricks	42	14
	516	14

19. Fund-raising Fees

	2016 £	2015 £
Cotswold Youth Singers BBQ	44	
Temporary Event Notices – Benjamin Dry Concert and Tree Festival		42
	44	42

20. Breakdown of Bank Account Totals

		2016				2015			
		General £	Designatd £	Restrictd £	Total £	General £	Designatd £	Restrictd £	Total £
Treasurer's account		6,943			6,943	8,952			8,952
Churchwarden Peters Legacy			256		256		256		256
Fabric Fund	Roof Appeal General			170 2,633	2,803			170 2,797	2,968
CBF Account	General	3,047			3,047	1,027			1,027
	Insur. Excess	1,000			1,000	1,000			2,000
	Parish Share	0			0	2,000			2,000
	Tower Fund			6,191	6,191			6,162	6,162
	Warner Legacy		7,920		7,920		7,883		7,883
	Cots. Edge Choir		612		612		609		609
	Church Yard Ecology			255	255			254	254
	Total	4,047	8,532	6,446	19,025	4,027	8,492	6,416	18,936
Flower Fund			1,260		1,260		1,195		1,195
Friends Fund	Fabric Advertising			869 250	1,119			763 250	1,013
BANK TOTALS		10,990	10,048	10,368	31,406	12,979	9,943	10,397	33,320

ANNUAL REPORT OF THE EASTINGTON PAROCHIAL CHURCH COUNCIL

21. Reconciliation of Funds

The reconciliations below show the receipts and payments for each fund, and connect the breakdown of the bank account totals in Note 20 to the Receipts and Payments Account.

General Fund

Fund	Opening £	Receipts £	Payments £	Closing £
General Fund	12,979	18,392	20,381	10,990

Designated Funds

Fund	Opening £	Receipts £	Payments £	Closing £
Collections on behalf of charities	0	478	478	0
Churchwarden Peters Legacy	256			256
Cotswold Edge Choir	609	3		612
Flower Fund	1,195	581	516	1,260
Warner Legacy	7,883	37		7,920
	<u>9,943</u>	<u>1,099</u>	<u>994</u>	<u>10,048</u>

Restricted Funds

Fund	Opening £	Receipts £	Payments £	Closing £
Collections on behalf of charities	0	732	732	0
Church Yard Ecology	254	1		255
Friends of St Michael's Fund	1,013	106		1,119
General Fabric Fund	2,797	1,225	1,389	2,633
Roof Appeal	170			170
Tower Fund	6,162	29		6,191
	<u>10,396</u>	<u>2,093</u>	<u>2,121</u>	<u>10,368</u>