

# **REDLAND PARISH CHURCH**

**Annual Report and Financial Statements**

**of the Parochial Church Council**

**for the year ended 31st December 2009**

## ***Contents***

Annual Report of the PCC

Report of the Auditors

Statement of Financial Activities

Balance Sheet as at 31st December 2009

Notes to the Financial Statements

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## ANNUAL REPORT OF THE PCC

For the year ended 31st December 2009

### LEGAL AND ADMINISTRATIVE INFORMATION

#### Charity details

The Parochial Church Council of the Ecclesiastical Parish of Redland, Bristol (hereinafter referred to as "the PCC")

Registration number: 1131061

Date of registration: 10 August 2009

Address: Church Office, Redland Church Halls, Redland Green Road, Redland, Bristol BS6 7HE

#### Details of Trustees

PCC Members are either ex officio or elected by the Annual Parochial Church meeting (APCM) in accordance with the Church Representation Rules. Elected members normally serve for 3 years, and cannot serve for more than 6 consecutive years.

The following served as trustees and as members of the PCC during the year up to the AGM:

Priest-in-charge: The Revd Rod Symmons, 151 Redland Road, Bristol, BS6 6YE

Churchwardens: Alan Barr & Joanna Bacon

Treasurer: Matthew Bentley

Representatives of Deanery Synod: Gerry Nichols, Betty Waters, Jonathan Haynes

Elected Members: Michael Baker, Peter Gifford, Margaret Matthews, Celia Morgan, Clare Nichols, Andrew Parry, Alison Rowlands, Gordon Stirrat, Rachael Swonnell, Rosalind Waters, Matthew White, John Workman

Ian Buss served as Trustee for part of the year (from January to September 2010).

Richard Bacon, Claire Bentley, Terry O'Rourke, Rachel Steven and Richard Sweatman served as PCC members during part of the year, prior to its registration as a charity.

#### Details of advisors

##### Banks

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

NatWest, PO Box No 238, 32 Corn Street, Bristol BS99 7UG.

##### Auditor

Burton Sweet, Chartered Accountants and Registered Auditors, Thornton House, Richmond Hill, Bristol BS8 1AT

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing Constitution or Document

The PCC is governed by two pieces of Church of England legislation, called Measures. These are the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

### Recruitment of Trustees

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the incumbent (our vicar), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. Nominations are called and persons voted for at an Annual General Meeting (AGM).

### Use of volunteers

The PCC employs a number of staff but also makes significant use of volunteers to carry out its work. Volunteers are involved in all aspects of the work, including ministry, youth work, education, facilities management and finance and administration.

### Policies for induction and training

All staff and volunteers will receive a systematic and introduction to the charity and its work, allowing them to develop a good understanding of the requirements of the role and to settle in with confidence. All staff and volunteers will be given appropriate opportunities for developing their skills and knowledge to carry out their role effectively.

### Organisational Structure

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met six times during the year. Given its wide responsibilities, the PCC has a number of committees which meet between full meetings of the PCC, with each dealing with a particular aspect of parish life, as detailed below:

- **Standing Committee:** This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.
- **Mission Committee:** Oversees the church's mission involvement, and ensure that support including grants is in accordance with the mission support policy.
- **Lantern Preschool Management Committee:** Attends to all matters relating to the management of the Lantern Preschool.
- **Hall management committee:** Responsible for all matters relating to health and safety, maintenance and general upkeep of the halls complex.
- **Youth Activities:** Celia Morgan as Youth Warden provides oversight and direction for youth activities. The youth workers, supported by the Youth Planning Group, are responsible for youth activities and periodically report to the PCC.

### Risk Management

On at least an annual basis the PCC has considered and discussed the key risks facing the Church, the controls in place to mitigate them and any action required. The PCC continues to review and develop the strategic direction of the Church, and considers how its exposure to risk changes as a result.

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## OBJECTIVES AND ACTIVITIES

### Background

The PCC has the responsibility of co-operating with the Reverend Rod Symmons in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### Summary of objects of the charity

The main purpose of the work of the PCC is education and training and religious activities.

### Explanation of the charity's aims

As a church family and as individuals, Redland Parish Church seeks to offer worship worthy of the Living God. Through worship, prayer and the study of his word we seek to know God better and to be conformed to his purposes for our lives. In partnership with others we wish to promote the Christian faith by making his love known within the local community, within our city and nation, and throughout the world.

### Main objectives of the year

The recent vision statement recently developed by the PCC identified youth work and engagement with world mission as two of our strengths and the encouragement of whole-life Christian discipleship and sharing of Christian faith as areas in which we were less strong. Our aim during 2009 has been to further develop our performance in the first two areas and to seek to develop some strength in the second two areas.

In 2009, we had some specific goals in terms of establishing after-school activities and facilitating a multi-age overseas trip, and also having an Away Day at Monkton Combe. These were all achieved, and we have succeeded to some extent in developing our relationships with those outside the church, but we are looking forward to making further progress in this area in 2010.

### Strategy for achieving the objectives

When planning our activities for the year, the incumbent and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. Through our staff, volunteers and activities, our work seeks to enable people to live out their faith as part of our parish community through:

- Regular public worship;
- Sermons, courses and small groups;
- The provision of a pre-school group with a Christian ethos;
- The provision of a youth club and various activities for young people;
- Activities for senior citizens, parents and toddlers, and other special-need groups;
- The provision of a church hall for local communities groups;
- Pastoral work; and
- Supporting other organisations, individuals and charities in the UK and overseas.

### Public Benefit Statement

The PCC takes its responsibilities as a charity very seriously. The church has always contributed a great deal to the community, and will strive to continue to do so. The review of activities undertaken in 2009 set out below describes some of the work that Redland Parish Church has undertaken over the last year.

The PCC seeks to be as inclusive as possible in its work, and strives to reach out to people of all ages and backgrounds. Our aim is to involve as many people as possible in both running and participating in events and activities, many of which are facilitated by volunteers. The worship, groups and activities are open to anyone within and outside the local community. The church halls are an important local resource, and are used by various groups and individuals not directly connected to the Church for their own activities and events.

While many regular church goers are very generous in their donations to the PCC, there is no requirement for anyone attending services to donate money to the church. Any charges levied for specific activities and events are kept as low as possible, and the PCC will always look to help where people are struggling to afford the cost.

The PCC has forged strong links with a range of individuals and organisations. It supports the work of other churches and charitable organisations in Bristol, the UK and throughout the world to promote the Christian faith and to help the vulnerable and needy from all faiths and backgrounds.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's guidance on public benefit.

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## ACHIEVEMENTS AND PERFORMANCE

### Review of activities undertaken

The key developments in 2009 related to three of the priorities identified in our vision process, which were our work with young people, education and engagement with world mission.

Having served as our Youth Minister for a period of 4 years (during which she was ordained), Anika Parker left us during 2009 to return to Australia. She plans to return to Europe in 2010 to take up a new post in Austria, as European Coordinator with International Christian Youthworks. James Creed joined us in the summer as Youth Minister and we have also been able to appoint Sam Baker, who had previously been our Youth Trainee, in a half-time post. Between them, James and Sam have further developed the youth work, particularly in midweek. On Wednesday evenings there are now a range of activities for both boys and girls of secondary age, and we are seeing a number of young people from local secondary schools taking advantage of these programmes. On Friday evenings we have now established a regular club for primary age children and the Elevate open youth club is continuing to thrive.

The Redland Education Centre is an important part of our education work, as we seek to support local schools in the provision of high quality religious education. Liz Ogborne has built an excellent team and it is encouraging to see the strong relationships with schools that she is building. We are grateful to funding from the Redland Chapel Trust to enable us to develop the work further in 2009. The links that are being built up through the work of the Education Centre is also providing opportunities for our youth workers to carry out some work in local schools.

Anika's final assignment with us was to lead a team of young people to Thailand. This was a similar project to the visit made to Tanzania in 2007, except that this time there was also a parallel team of older members of Redland who also took part in the trip. This was a great experience not only for those who went, but also for the whole church family as we seek to develop our understanding of the world church. We were encouraged by visits from partners from overseas and pleased that another couple from the church were commissioned to work in the Far East with OMF.

We are conscious of the needs of our local community. Our Outlook group is continuing to serve those who are retired. We are pleased that the Dads and Tods group seems to have become a well-established operation alongside our very successful Tuesday and Friday Toddler groups. We continue to work closely with the organisation of the Redland May Fair and also with a community group concerned with the care of Redland Green. In 2009 we held our second 'Carols on the Green' event in partnership with St Alban's Westbury Park.

The work of our Church continues to provide a range of training opportunities for both adults and young people. This has included helping at the Chatterbox and Cafe Culture holiday weeks, involvement in weekly activities for toddlers, children and young adults and participating in different aspects of our worship. We have also introduced a new one year leadership training programme called "Growing Leaders".

Perhaps the final highpoint of 2009 was the celebration of the completion of the Paty Project. This remarkable project enabled the restoration of the carvings and other items, such as the font and the painting. A gifted and dedicated team of church members oversaw this project, and the success was recognised in an award made by the Georgian Group. The Paty Project symbolises the awareness we have of the importance of our church building to the heritage of our community and city, and the responsibility we have to care for it.

## FINANCIAL REVIEW

The PCC has a duty to ensure accounts are prepared and audited, to approve the accounts and present them to the Annual Parochial Church Meeting (APCM).

Regular unrestricted giving was £246,421 (2008 - £234,654), with a further £15,037 raised from collections (2008 - £12,917). The church's gift day raised £30,919 for general funds (2008 - £37,750) and the mission gift day £17,135 (2008 - £26,271). The church has also benefited from a very generous legacy from Pauline Connett of £108,442, while receiving reduced income from interest and church hall rentals.

On the expenditure side, there was a modest increase in our Parish Share to £126,403 (2008 - £123,000), while staff salaries increased by over £7,000 as the Church has invested in additional resources for youth work. Other costs were generally in line with expectation, and overall expenditure in the year matched the income when the unplanned legacy is discounted. During 2009 the Redland Education Centre expanded and extended the range of work carried out, and expenditure of £14,824 was funded from generous grants received from the Redland Chapel Trustees. A further £10,733 was spent from the Paty project monies raised, bringing the project to completion. We spent over £100,000 in meeting the needs of our mission partners, as well as providing funding to other projects from mission gift day proceeds.

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## FINANCIAL REVIEW (continued)

The church has considerable resources which we are looking to use to further the vision of the church. It is our policy to invest our excess funds balances not required for working capital purposes with CCLA Investment Management. At the end of December the church had total bank and deposit balances of £363,797, up from £251,347 at the end of 2008. The increase is due to the legacy described earlier.

year. They are also required to cover unforeseen expenditure. The PCC's policy is to hold reserves equivalent to at least three months of expenditure, which equates to £113,807 in 2009. The PCC reviewed the level of reserves during the year and concluded that the current level of general reserves is compliant with policy and is adequate to support current activities and to cover known risks. A large portion of our general reserves are not readily convertible to cash, as they are represented by the church hall, but our cash reserves held at year end were significantly in excess of the PCC's reserves policy, assisted by the legacy received during the year. Our medium term intention is to redevelop the hall, which will require substantial resources and hence greatly reduce our cash reserves. In addition to our general reserves of £986,684 a total of £35,998 was held in restricted reserves at the end of 2009. The notes to the accounts contain further details of the purpose of, and amounts held in, each of the restricted reserves.

In accounting for our income and expenditure we have to comply with the requirements of best practice in charity accounting. During the last year the PCC has registered formally as a charity with the Charity Commission, and this has resulted in additional reporting requirements.

The management of the church's finances is a team effort, and the PCC is grateful to the current treasurer, Matt Bentley, and the previous postholder, Richard Bacon, together with all those who have helped and supported them, including Caroline Dunn (income), Terry O'Rourke (salaries), Wendy Horsfield (bookkeeper), Fiona Robertson (halls), Peter Gifford, Monica Smith and Chris Sweatman (Lantern finance), David Clarke (mission), Celia Morgan (youth) and Gerry Nichols (estates).

## PCC Responsibilities in relation to the Financial Statements

The PCC is responsible for all parish finance, its management and control, including the appointment of a treasurer. While it may delegate some of its duties, this does not remove its legal responsibilities.

Charity law requires the PCC as trustees of the Church to prepare an annual report and financial statements for each financial year that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. The PCC is also required to ensure that these are subjected to an annual independent examination or audit and to present these to the APCM in accordance with the Church Representation Rules.

In preparing these financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 1993 and applicable accounting standards. They are also responsible for safeguarding the assets of the Church (other than the fabric and ornaments of the Church for which the Churchwardens have particular responsibility) and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the PCC and signed on its behalf by:

Rod Symmons, Priest-in-charge

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

**ANNUAL REPORT OF THE PCC  
For the year ended 31st December 2009**

## **AUDITOR'S REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH**

We have audited the financial statements of The Parochial Church Council of Redland Parish Church for the year ended 31 December 2009, which comprise Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Sections 43 and 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### ***Respective responsibilities of trustees and auditor***

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if in our opinion the information given in the Trustees' Report is not consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### ***Basis of audit opinion***

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### ***Opinion***

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 December 2009 and of its incoming resources and application of resources for the year then ended, and
- the financial statements have been properly prepared in accordance with the Charities Act 1993.

Burton Sweet  
Chartered Accountants and Registered Auditor  
Thornton House  
Richmond Hill  
Clifton  
Bristol  
BS8 1AT

.....2010

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2009

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2009 £	TOTAL FUNDS 2008 £
<b>INCOMING RESOURCES</b>					
Voluntary income	2(a)	417,954	68,521	<b>486,475</b>	403,427
Church activities	2(b)	69,742	0	<b>69,742</b>	74,522
Interest receivable	2(c)	3,049	132	<b>3,181</b>	14,449
<b>TOTAL INCOMING RESOURCES</b>		<b>490,745</b>	<b>68,653</b>	<b>559,398</b>	492,398
<b>RESOURCES EXPENDED</b>					
Church activities:					
- Mission and charitable giving	3(a)	196,363	31,075	<b>227,438</b>	249,425
- Ministry	3(b)	123,284	34,467	<b>157,751</b>	159,119
- Estates	3(c)	22,343	12,626	<b>34,969</b>	63,330
- Administration	3(d)	31,766	0	<b>31,766</b>	28,774
- Governance	3(e)	3,680	0	<b>3,680</b>	6,376
<b>TOTAL RESOURCES EXPENDED</b>		<b>377,436</b>	<b>78,168</b>	<b>455,604</b>	507,024
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>113,309</b>	<b>(9,515)</b>	<b>103,794</b>	(14,626)
<b>NET MOVEMENT IN FUNDS</b>		<b>113,309</b>	<b>(9,515)</b>	<b>103,794</b>	(14,626)
<b>BALANCES BROUGHT FORWARD AT 1 JANUARY</b>		877,481	46,015	<b>923,496</b>	938,122
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER</b>	10(b)/11(a)	<b>990,790</b>	<b>36,500</b>	<b>1,027,290</b>	923,496

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## BALANCE SHEET

At 31 December 2009

	Note	2009 £	2008 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets for the year ended 31st December 2009	5(a)	<b>643,606</b>	643,286
Investments	5(c)	<u>136</u>	<u>136</u>
		<b>643,742</b>	643,422
<b>CURRENT ASSETS</b>			
Debtors and Prepayments	6	<b>32,539</b>	39,057
Short-term Deposits	7	<b>309,256</b>	196,256
Cash at bank and in hand	9	<u>54,541</u>	<u>55,091</u>
		<b>396,336</b>	290,404
<b>CREDITORS: DUE WITHIN ONE YEAR</b>	8	<b>12,788</b>	10,330
<b>NET CURRENT ASSETS</b>		<u><b>383,548</b></u>	<u>280,074</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>1,027,290</b></u>	<u>923,496</u>
<b>NET ASSETS</b>		<u><b>1,027,290</b></u>	<u>923,496</u>
<b>FUNDS</b>			
Unrestricted	10(a)	<b>986,297</b>	870,831
Designated Fund	10(a)	<b>4,493</b>	6,650
Restricted	11	<u>36,500</u>	<u>46,015</u>
		<b>1,027,290</b>	923,496

Approved by the Parochial Church Council on 26 March 2010 and signed on its behalf by:

Rod Symmons (Priest-in-charge)

Alan Barr (Churchwarden)

The notes on pages 10 to 18 form an integral part of these financial statements.

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2009

### 1 ACCOUNTING POLICIES

#### BASIS OF PREPARATION

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP 2005 and in accordance with the Financial Reporting Standard for Small Entities (April 2008).

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

#### FUNDS

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in note 11.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### INCOMING RESOURCES

Voluntary income and capital sources - Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by events, such as Chat-a-Box and Church weekends away, are accounted for gross. Sales of sundry items such as books are accounted for gross.

#### RESOURCES EXPENDED

Expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributable to one of the functional categories of resources used in the SOFA. The Church is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Grants and other charitable giving are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The Parish Share is accounted for when payable. Any Share unpaid at 31 December is provided for in these accounts as a constructive obligation (though not a legal liability) and is shown as a creditor in the balance sheet.

# PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2009

### FIXED ASSETS

#### Freehold Land and Buildings

The PCC's first set of SORP-compliant accounts was for the year ended 31 December 2000. Because original cost could not be determined, Redland Church Halls were professionally valued and this value was used as original cost at that date.

Redland Chapel was not valued or capitalised as SORP 2000 permitted exclusion for inalienable and historic assets where reliable cost information and conventional valuation approaches lack sufficient reliability. Consecrated and benefice property is also excluded from the accounts by s.96 (2)(a) of the Charities Act 1993. Accordingly, all expenditure incurred during the year on inalienable and historic buildings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the Church's inventory, which can be inspected at any reasonable time. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 2000 have been capitalised and depreciated as necessary.

#### Furniture, Fittings and Equipment

Tangible fixed assets costing more than £1,000 (for a single item or group of interdependent items) are being capitalised at cost including acquisition costs.

#### Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off cost on a straight-line basis over expected useful economic lives as follows, subject to annual review:

Freehold land	Nil (considered to have an indefinitely long useful life)
Freehold buildings	Nil
Furniture, fittings & equipment	4 years

#### Investments

Investments are included at market value at 31st December. The SOFA includes the net gains and losses arising on revaluations and disposals during the year.

### CURRENT ASSETS

Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit either with the Central Board of Finance of the Church of England or Bank.

**PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2009**

**2 INCOMING RESOURCES**

2(a) Voluntary income	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
			2009	2008
	£	£	£	£
Giving	246,421	51,273	<b>297,694</b>	300,865
Church Collections	15,037	0	<b>15,037</b>	12,917
Gift Day	30,919	0	<b>30,919</b>	37,750
Designated Giving:				
Mission	17,135	0	<b>17,135</b>	26,271
Youth	0	1,019	<b>1,019</b>	1,989
Redland Chapel Trust	0	16,229	<b>16,229</b>	14,125
Legacies	108,442	0	<b>108,442</b>	9,510
	<b>417,954</b>	<b>68,521</b>	<b>486,475</b>	403,427

The church received £231,428.96 (2008 - £254,305) under the gift aid scheme, and reclaimed £57,857.25 (2008 - £65,552) in tax, included above

2(b) Church activities	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
			2009	2008
	£	£	£	£
Church Hall Rentals	15,787	0	<b>15,787</b>	17,038
Diocesan Fees	2,040	0	<b>2,040</b>	2,634
Church Fees	2,131	0	<b>2,131</b>	3,212
Lantern Playschool	36,993	0	<b>36,993</b>	34,554
Chat-a-box	8,107	0	<b>8,107</b>	7,037
Church Events	3,128	0	<b>3,128</b>	8,270
May Fair	1,407	0	<b>1,407</b>	1,083
Miscellaneous	149	0	<b>149</b>	694
	<b>69,742</b>	<b>0</b>	<b>69,742</b>	<b>74,522</b>

2(c) Interest receivable	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
			2009	2008
	£	£	£	£
Current Accounts - CAF	175	0	<b>175</b>	1,296
Savings Accounts - CBF	2,874	132	<b>3,006</b>	13,153
	<b>3,049</b>	<b>132</b>	<b>3,181</b>	14,449

**PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2009**

**3 RESOURCES EXPENDED**

**3(a) Mission and charitable giving**

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	£	£	2009 £	2008 £
<b>Our Diocese</b>				
Parish Share	126,403	0	<b>126,403</b>	123,320
<b>Church Overseas</b>				
Glenys Goulstone/OMF	7,000	0	<b>7,000</b>	6,400
Goulds/OMF	12,000	4,205	<b>16,205</b>	12,157
Shayi Support/ICBM	5,220	5,580	<b>10,800</b>	18,589
ICBM, student support	1,435	0	<b>1,435</b>	0
CMJ	525	0	<b>525</b>	500
Somervells Support/SAMS	0	2,563	<b>2,563</b>	8,154
McFarlanes	6,500	1,738	<b>8,238</b>	5,057
Fisher	2,730	10,717	<b>13,447</b>	23,497
Chillongani Support	8,050	0	<b>8,050</b>	5,000
Msalato: student & famine support	3,587	0	<b>3,587</b>	0
Bridget Howard Support/AIM	660	0	<b>660</b>	0
Bunia, Congo, student support	1,820	0	<b>1,820</b>	0
AIM (Mission Gift Day)	0	0	<b>0</b>	5,457
Alliance Ministries	470	0	<b>470</b>	2,200
Miriam Van Reenen	1,000	0	<b>1,000</b>	0
Clarkson-Webb	1,720	0	<b>1,720</b>	0
Other	0	0	<b>0</b>	2,915
Mwihambi	0	1,000	<b>1,000</b>	0
Famine relief in Tanzania	0	740	<b>740</b>	5,585
Tearfund	0	1,656	<b>1,656</b>	0
	<b>52,717</b>	<b>28,199</b>	<b>80,916</b>	<b>95,511</b>
<b>Home Mission</b>				
Bristol International Trust	2,730	0	<b>2,730</b>	2,600
Church Pastoral Aid Society	2,100	0	<b>2,100</b>	2,000
Julian Trust	525	0	<b>525</b>	500
Network	315	0	<b>315</b>	300
Arabella Paul	4,200	0	<b>4,200</b>	4,000
Emmaus Bristol Support	525	0	<b>525</b>	500
Crisis Centre Ministries	1,680	0	<b>1,680</b>	1,600
Christmas Donations	0	0	<b>0</b>	3,265
May Fair	1,168	0	<b>1,168</b>	1,083
Easton Family Project	1,375	0	<b>1,375</b>	1,300
Soup Run	100	0	<b>100</b>	100
Lee Abbey (Mission Gift Day)	0	0	<b>0</b>	4,795
Bible Society (Mission Gift Day)	0	0	<b>0</b>	2,551
Riding Lights (Mission Gift Day)	0	0	<b>0</b>	2,500
Changing Tunes	0	1,656	<b>1,656</b>	0
Other	525	1,220	<b>1,745</b>	1,500
	<b>15,243</b>	<b>2,876</b>	<b>18,119</b>	<b>28,594</b>
<b>Block Grants</b>				
Changing Tunes	250	0	<b>250</b>	0
Tom Firth	250	0	<b>250</b>	0
Andy Symmons	1500	0	<b>1,500</b>	0
Dickson Chilongani	0	0	<b>0</b>	650
Natalie Aitken	0	0	<b>0</b>	700
MacFarlanes	0	0	<b>0</b>	400
Caleb Loan	0	0	<b>0</b>	250
	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Mission and Charitable Giving</b>	<b>196,363</b>	<b>31,075</b>	<b>227,438</b>	<b>249,425</b>

PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2009

3(b) Ministry	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	£	£	2009 £	2008 £
<b>Staff team</b>				
Lay Pastor & Curate	30,162	0	<b>30,162</b>	30,086
Youth Ministry	30,654	4,217	<b>34,871</b>	27,789
Expenses, Books & Travel	649	0	<b>649</b>	815
Vision	0	0	<b>0</b>	3,300
Other sundry expenses	170	3,870	<b>4,040</b>	1,901
	<b>61,635</b>	<b>8,087</b>	<b>69,722</b>	63,891
<b>Lantern (see below)</b>	<b>36,993</b>	<b>9,148</b>	<b>46,141</b>	43,420
<b>Children and young people</b>				
Creche & Scramblers	248	0	<b>248</b>	225
Climbers & Explorers	199	0	<b>199</b>	242
Pathfinders	41	0	<b>41</b>	482
CYFA	193	0	<b>193</b>	52
Insurance & Sundry Expenses	2,425	0	<b>2,425</b>	816
Travel	0	0	<b>0</b>	3,010
Chat-a Box	7,924	0	<b>7,924</b>	7,268
Youth Work Placements	36	0	<b>36</b>	2,315
Redland Education Centre	0	14,824	<b>14,824</b>	13,701
Football	0	502	<b>502</b>	0
	<b>11,066</b>	<b>15,326</b>	<b>26,392</b>	<b>28,111</b>
<b>Groups and activities</b>				
Events & Nurture	16	0	<b>16</b>	55
Publicity	143	0	<b>143</b>	0
Nurture Gifts	121	1,749	<b>1,870</b>	46
Home Groups	406	0	<b>406</b>	30
Church Events Expenditure	1,146	0	<b>1,146</b>	2,121
Church Weekend	2,736	0	<b>2,736</b>	10,833
Other	985	0	<b>985</b>	487
	<b>5,553</b>	<b>1,749</b>	<b>7,302</b>	<b>13,572</b>
<b>Church services</b>				
Family Service	835	0	<b>835</b>	915
Sunday at 7	128	0	<b>128</b>	70
Gifts-Honoraria	2,748	0	<b>2,748</b>	2,758
Diocesan Fees	1,955	0	<b>1,955</b>	2,695
Organist and Vergers Fees	700	0	<b>700</b>	1,610
Music	632	157	<b>789</b>	667
Equipment & Consumables	869	0	<b>869</b>	299
Sundry Expenses & Travel	170	0	<b>170</b>	1,111
	<b>8,037</b>	<b>157</b>	<b>8,194</b>	<b>10,125</b>
<b>Total Ministry</b>	<b>123,284</b>	<b>34,467</b>	<b>157,751</b>	<b>159,119</b>
<b>Memorandum - Lantern</b>				
Income	36,993	0	<b>36,993</b>	34,554
Less salaries	32,011	9,148	<b>41,159</b>	41,085
Less other costs	4,982	0	<b>4,982</b>	2,335
<b>Surplus/deficit</b>	<b>0</b>	<b>(9,148)</b>	<b>(9,148)</b>	<b>(8,866)</b>

**PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2009**

3(c) Estates	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
			2009	2008
	£	£	£	£
<b>Halls:</b>				
Utilities	2,462	0	<b>2,462</b>	5,076
Insurance	1,890	0	<b>1,890</b>	1,831
Repairs & Maintenance	3,070	0	<b>3,070</b>	6,525
Cleaning	7,450	0	<b>7,450</b>	7,200
Gardening	10	0	<b>10</b>	1,745
Furniture & Equipment	200	0	<b>200</b>	0
Honorarium	1,867	0	<b>1,867</b>	1,809
Sundry Expenses	601	0	<b>601</b>	564
	<b>17,550</b>	<b>0</b>	<b>17,550</b>	24,750
<b>Church:</b>				
Utilities	2,149	0	<b>2,149</b>	1,679
Insurance	0	1,893	<b>1,893</b>	1,972
Repairs & Maintenance	1,913	0	<b>1,913</b>	10,361
Paty Project	582	10,733	<b>11,315</b>	24,343
Sundry Expenses	149	0	<b>149</b>	225
	<b>4,793</b>	<b>12,626</b>	<b>17,419</b>	38,580
<b>Total Estates</b>	<b>22,343</b>	<b>12,626</b>	<b>34,969</b>	63,330

3(d) Church management and administration	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
			2009	2008
	£	£	£	£
<b>Administration :</b>				
Telephone Charges	1,750	0	<b>1,750</b>	1,620
Furniture & Equipment	0	0	<b>0</b>	396
Depreciation	8,139	0	<b>8,139</b>	4,304
Salaries	13,008	0	<b>13,008</b>	13,757
Postage, Stationery, Advertising, Sundries	3,916	0	<b>3,916</b>	3,898
Bank Service Charges	195	0	<b>195</b>	173
Computer Equipment and Maintenance	4,758	0	<b>4,758</b>	4,626
<b>Total administration</b>	<b>31,766</b>	<b>0</b>	<b>31,766</b>	28,774

3(e) Governance	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
			2009	2008
	£	£	£	£
Independent Examination Fee	0	0	<b>0</b>	635
Audit Fee	940	0	<b>940</b>	0
Bookkeeping	2,740	0	<b>2,740</b>	5,741
<b>Total governance</b>	<b>3,680</b>	<b>0</b>	<b>3,680</b>	<b>6,376</b>

**PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2009**

**4 STAFF COSTS**

	<b>2009</b>	2008
	£	£
Wages and salaries	<b>124,653</b>	120,485
Social security costs	<b>8,777</b>	8,490
	<b>133,430</b>	128,975

During the year the PCC employed six staff at the Lantern Playschool, a church secretary, three youth workers, a curate, a lay pastor, an education centre worker, a bookkeeper and a nursery administrator none of whom earned £60,000 or more. The Vicar, churchwardens and PCC only receive reimbursement for expenses incurred and properly authorised for church business. During the year five trustees received reimbursement for expenses totalling £2,739.13.

Independent of her trusteeship, Christine Elizabeth Waters received a fee for attendance as verger when required at weddings and funerals, which totalled £285 in 2009. The conduct of weddings and funerals is part of the church's services to the community.

**5 FIXED ASSETS FOR USE BY THE PCC**

**5(a) Tangible Fixed Assets**

	Freehold Land £	Freehold Buildings £	Furniture, Fittings & Equipment £	Total £
<b>Cost &amp; Valuations</b>				
1st January	185,000	448,498	37,908	671,406
Additions	0	0	8,459	8,459
Disposals	0	0	(1,241)	(1,241)
31st December	<b>185,000</b>	<b>448,498</b>	<b>45,126</b>	<b>678,624</b>
<b>Depreciation</b>				
1st January	0	0	28,120	28,120
Disposals	0	0	(1,241)	(1,241)
Charge for year	0	0	8,139	8,139
31st December	<b>0</b>	<b>0</b>	<b>35,018</b>	<b>35,018</b>
<b>Net Book Values</b>				
<b>31st December 2009</b>	<b>185,000</b>	<b>448,498</b>	<b>10,108</b>	<b>643,606</b>
31st December 2008	185,000	448,498	9,788	643,286

**Note 5a-2: Ownership of the Redland Church Halls is vested in the PCC and Title Deeds are held by the Diocesan Board of Finance. Our insurer's most recent valuations at October 2009 are £993,929 for Redland Church Halls and £81,973 for Furniture, Fittings and Equipment.**

**5(b) Inalienable and Historic Assets**

- (i) Consecrated properties are excluded from all accountability under Charities Act 1993 by Section 96(2)(a) of the Act. The PCC has maintenance responsibility for land and buildings of the church.
- (ii) Neither the vicarage nor the church is owned by the PCC.

**5(c) Investments**

	<b>2009</b>	2008
	£	£
3½ per cent war stock	<b>136</b>	136
	<b>136</b>	136

**PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2009**

**6 DEBTORS AND PREPAYMENTS**

	2009	2008
	£	£
Debtor - Income tax recoverable	19,673	21,550
Other Debtors	7,723	10,490
Prepayments	5,143	7,017
	<b>32,539</b>	<b>39,057</b>

**7 SHORT-TERM DEPOSITS**

	2009	2008
	£	£
Central Board of Finance a/c 1	303,457	190,588
Central Board of Finance Paty	5,799	5,668
	<b>309,256</b>	<b>196,256</b>

**8 CREDITORS : DUE WITHIN ONE YEAR**

	2009	2008
	£	£
Trade Creditors	8,433	6,304
Audit and Accruals	2,650	3,149
Payment in Advance	1,705	877
	<b>12,788</b>	<b>10,330</b>

**9 CASH AT BANK AND IN HAND**

	2009	2008
	£	£
CAF No 1	44,431	44,214
CAF Income	7,132	7,424
PCC Chat-a-Box Account	1,744	1,562
Petty Cash	66	91
Cash in Hand	1,168	1,800
	<b>54,541</b>	<b>55,091</b>

**10 UNRESTRICTED FUND DETAILS**

**10(a) Analysis of Net Assets by Fund**

	Fixed Assets	Current Assets	Current Liabilities	TOTAL FUNDS
	£	£	£	£
General fund	643,742	355,343	(12,788)	<b>986,297</b>
Restoration fund	0	4,493	0	<b>4,493</b>
Restricted funds	0	36,500	0	<b>36,500</b>
	<b>643,742</b>	<b>396,336</b>	<b>(12,788)</b>	<b>1,027,290</b>

**10(b) Movements in funds (Unrestricted)**

	At 1st January	Incoming Resources	Outgoing Resources	Transfers	At 31st December
	£	£	£	£	£
General fund	870,831	490,745	(376,854)	1,575	<b>986,297</b>
Restoration fund	6,650	0	(582)	(1,575)	<b>4,493</b>
	<b>877,481</b>	<b>490,745</b>	<b>(377,436)</b>	<b>0</b>	<b>990,790</b>

An amount of £1,575 was transferred from the restoration fund to the general fund to match the amount remaining in the designated fund allocated for the repair of woodcarvings in the church.

**10(c) Designated Funds Narrative**

The Restoration fund allocated for the repair of woodcarvings in the church.

**PAROCHIAL CHURCH COUNCIL OF REDLAND PARISH CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2009**

**11 RESTRICTED FUND DETAILS**

<b>11(a) Movements in Restricted funds</b>	<b>At 1st January 2009 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>At 31st December 2009 £</b>
Paty	4,248	6,485	10,733	0	<b>0</b>
Anne Mack Legacy	12,664	0	9,148	0	<b>3,516</b>
From Redland Chapel Trust:					
For Redland Education Centre	0	9,198	0	(9,198)	<b>0</b>
For the Church's insurance	0	2,031	1,893	0	<b>138</b>
For REC/lecturn/youth	0	5,000	0	0	<b>5,000</b>
Somervells	971	1,670	2,563	0	<b>78</b>
Goulds	2,142	2,891	4,205	0	<b>828</b>
Fishers	40	11,346	10,717	0	<b>669</b>
Frank Shayi	766	14,108	5,580	0	<b>9,294</b>
MacFarlanes	(57)	1,795	1,738	0	<b>0</b>
Mwihambi	0	1,000	1,000	0	<b>0</b>
Famine relief in Tanzania	449	388	740	0	<b>97</b>
Saffina project	119	0	0	0	<b>119</b>
Mission contingency fund	1,722	0	0	0	<b>1,722</b>
Redland Education Centre	14,233	0	14,824	9,198	<b>8,607</b>
Youth	3,198	1,019	4,217	0	<b>0</b>
Football project	274	365	502	0	<b>137</b>
Vicar's Discretionary Fund	3,890	4,222	3,870	0	<b>4,242</b>
Christmas Donations	927	3,528	3,311	0	<b>1,144</b>
Leaving gifts	265	1,484	1,749	0	<b>0</b>
Funeral Donations	7	0	0	0	<b>7</b>
Other small items	157	2,123	1,378	0	<b>902</b>
	<b>46,015</b>	<b>68,653</b>	<b>78,168</b>	<b>0</b>	<b>36,500</b>

An amount of £9,198 was given to the parish from the Redland Chapel Trust for the work of the Redland Education Centre, and was transferred into a restricted fund.

**11(b) Restricted Funds Narrative**

A portion of the income of the church has been given on the understanding that it will be spent on specific individuals and/or organisations connected to the church. It is for this reason that these funds are held as restricted funds until they are spent in accordance with the wishes of the donor. The following restricted funds are held by the church.

Paty	For restoration of church carvings
RCT	Monies donated by the Redland Chapel Trust
Somervells	Gift to help the Somervell family's resettlement in UK
Goulds	Monies to support Ruth and David Gould's work with OMF in Singapore
Fishers	Gifts to support Robin and Anna Fisher working in Sudan
Frank Shayi	Donations for Frank Shayi's work in South Africa
Vicar's Discretionary Fund	Amounts received by the Church for use by the Vicar
Anne Mack Legacy	Legacy received from Church Member

**12 RELATED PARTY TRANSACTIONS**

During the year 2009, Terry O'Rourke held responsibility for administering payment of salaries. His wife Gill O'Rourke is a salaried member of staff, in her capacity as Church Office Secretary.