

Anglican & Free Church Communities
St Augustine's Church
North Springfield
Chelmsford



**Financial Statements
of the
North Springfield
Parochial Church Council**

Year ended 31 December 2013

Anglican & Free Church Communities
St Augustine's Church
North Springfield , Chelmsford

CONTENTS

1	Information	Page 1
2	Annual report of the PCC	Pages 2 to 5
3	Independent examiner's report	Page 6
4	Receipts and payments accounts	Page 7
5	Statement of assets and liabilities	Page 8
6	Notes to the accounts	Pages 9 to 11

**Anglican & Free Church Communities
St Augustine's Church
North Springfield , Chelmsford**

Ministers:

The Rev Jane Anderson
The Vicarage
St Augustine Way
Chelmsford
CM1 6GX

The Rev Viv Gasteen
30 Park Avenue
Chelmsford
CM1 2XB

Church Wardens/Officers:

Pauline Hepworth - Church Warden
Helen Leverett - Church Warden
Carolyn Smith - Church Officer: Methodist Church
Douglas Hayton - Church Officer: Methodist Church

Bank:

National Westminster PLC
4-5 High Street
Chelmsford
CM1 1FZ

Independent Examiner:

Richard Evans
35 Violet Close
Chelmsford
CM1 6XG

**Anglican & Free Church Communities
St Augustine's Church
North Springfield, Chelmsford**

**Annual Report of the Parochial Church Council
for the year ended 31 December 2013**

Reference and administrative details

St Augustine's Church is situated in St Augustine's Way, North Springfield, Chelmsford. It is part of the Diocese of Chelmsford within the Church of England. St Augustine's church is an ecumenical partnership shared between the Roman Catholic, Church of England, Methodist and United Reformed communities.

Correspondence address:	The Vicarage St Augustine's Way Chelmsford CM1 6GX
Independent Examiner:	Richard Evans 35 Violet Close Chelmsford CM1 6XG
Bankers:	National Westminster Plc 4-5 High Street Chelmsford CM1 1FZ

PCC Members:

Members who have served during the year and since the year end were as follows:

The Rev Jane Anderson	Minister & Chairman
The Rev Viv Gasteen	Minister
Simon Carpenter	Reader
Pauline Hepworth	Church Warden
Helen Leveret	Church Warden
Doug Hayton	Church Officer - Methodist
Carolyn Smith	Church Officer - Methodist
Graham McGhie	Treasurer
Lorraine Cummings	Deanery Synod representative
Val Carter	Rep. from the Methodist Circuit
John Anderson	PCC Secretary

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is exempted by order from registering with the Charity Commission.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. All Church attendees are encouraged to register on the electoral roll and stand for election to the PCC.

Objectives and Activities

St Augustine's PCC has the responsibility of co-operating with the incumbents, Rev Jane Anderson and Rev Viv Gasteen, in promoting in the ecclesiastical parish the whole mission of the Church: pastoral, evangelistic, social and ecumenical.

Maintenance of the Church Centre complex is the responsibility of the Local Management Committee to whom both the PCC and Roman Catholic community appoint 3 representatives each.

Achievements and Performance

Church Attendance

There are 55 parishioners on the Church Electoral Roll which is completely revised every 6 years. Such a revision last took place during 2007.

The average weekly attendance, counted during October 2013, was 20 (2012: 25), but this number increased at festivals.

The average attendance at Parent & Toddler is 8 adults and 12 children (2012: 14 adults and 16 children).

The average attendance at Messy Church was 45 plus 12 helpers (2012: 70 plus 18 helpers).

Review of the Year

The full PCC met 4 times during the year with an average attendance of 80%. Committees met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.

The following are a few of the highlights from the year.

Mission

The congregation continue to sponsor a child during the year through the financial support of the charity Compassion.

Messy Church continues to be embraced by the congregation. In the course of the year we held 4 Messy Church sessions attendance at which, as mentioned above, was 45 on average with an additional 12 helpers attending.

Finance

2013 continued to pose considerable challenges to our income. With little or no improvement in the state of the economy and the continued threat to employment in the area: we experienced a modest decrease in total income. As a consequence we could not afford to increase our contribution to the Diocesan Family Purse which remained at the same level as in 2012 (£12,000).

Community Events

These are detailed in the LEP Annual Report for 2013/14 which is available on our website: <http://staugustinespringfield.org.uk> or on request.

Fundraising

Details are also detailed in the LEP Annual Report for 2013/14 which is available as noted above.

Sunday School & Parents and Toddlers

Again details are provided in the LEP Annual Report for 2013/14, available as noted above.

Financial Review

Total receipts on ordinary unrestricted funds were £18,578, (2012: £19,247) and are detailed in the financial statements.

As can be seen in Note 2 to these Financial Statements there was a marked increase in the level of Planned Giving in the course of the year.

Our 2013 contributions to the diocesan family purse amounted to £12,000 (2012: £12,000). This level of contribution is in line with that which the PCC can afford.

Charitable donations paid out in the year are detailed in note 8 to the accounts.

The net result for the year was an excess of income over expenditure of £1,123. The total balance on unrestricted funds at the year-end (where investments are included at market value and cash and bank balances at historic cost) amounted to £14,076 (2012: £12,034).

Reserves Policy

The reserves policy of the PCC is to retain £10,000 on unrestricted funds in order to cover emergency situations. The PCC drawing on previous experience believes this policy to be both realistic and adequate. The balance of £14,076 on unrestricted funds at the year end (see previous paragraph for definition of value) was in line with that target given the level of year end creditors.

The balances of £2,300 and £600 in the Building Maintenance and General Purposes designated funds respectively are set aside for contingencies arising out of repairs to the fabric of the building and other owned assets.

It is the policy of the PCC to invest any unrestricted funds in excess of £10,000 with the CBF Church of England Funds. Monies were invested in both CBF Church of England Investment & Deposit Funds at the year end. Any other balances are invested in an ordinary deposit account with the National Westminster Bank plc.

The PCC received restricted donations of £566 in the course of 2010 to offset against Messy Church expenditure. No expenditure was charged to this donation during 2013, thus there was no movement in the balance on 2012. More details are provided in Note 10 to the accounts.

Approved by the PCC on 27 April 2014 and signed on their behalf by:

Signature:

The Rev Jane Anderson (Chairman)

**Anglican & Free Church Communities
St Augustine's Church
North Springfield , Chelmsford**

**Independent Examiner's Report
to the members/trustees of the Parochial Church Council of
St Augustine's Church, North Springfield, Chelmsford.**

I report on the accounts for the year ended 31 December 2013 which are set out on pages 7 to 11.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is 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 Commissioners Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention :

(1) which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s. 130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records 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.

**R Evans
35 Violet Close
Chelmsford
CM1 6XG**

..... 2014

**Anglican & Free Church Communities
St Augustine's Church
North Springfield , Chelmsford**

**Financial Statements
Year Ended 31 December 2013**

General Fund Receipts & Payments Account

(R = Restricted & U = Unrestricted)

	Note	2013			2012
		(U) £	(R) £	Total £	Total £
Receipts					
Voluntary Receipts					
<i>Regular Giving</i>	2	15,950	-	15,950	17,436
<i>Receipts from activities for generating funds</i>	3	2,092	-	2,092	1,352
<i>Receipts from Church activities</i>	4	325	-	325	251
<i>Receipts from investments</i>	5	211	-	211	208
Total Receipts		<u>18,578</u>	-	<u>18,578</u>	<u>19,247</u>
Payments					
<i>Church Activities</i>	6	<u>17,455</u>	-	<u>17,455</u>	<u>16,517</u>
Excess of Receipts over Payments		1,123	-	1,123	2,730
Cash & bank accounts at 1 January 2013		7,805	153	7,958	5,228
Cash & bank accounts at 31 December 2013		<u>8,928</u>	<u>153</u>	<u>9,081</u>	<u>7,958</u>

Building Maintenance (Designated) Fund Receipts & Payments Account

Cash & bank accounts at 1 January & 31 December 2013	<u>2,300</u>	-	<u>2,300</u>	<u>2,300</u>
--	--------------	---	--------------	--------------

General Purposes (Designated) Fund Receipts & Payments Account

Cash & bank accounts at 1 January & 31 December 2013	<u>600</u>	-	<u>600</u>	<u>600</u>
--	------------	---	------------	------------

The notes on pages 9 to 11 form part of these accounts

Anglican & Free Church Communities
St Augustine's Church
North Springfield, Chelmsford

Financial Statements
Year Ended 31 December 2013

Statement of Assets and Liabilities at 31 December 2013

	<u>General Fund</u>		<u>Designated Funds:</u>		<u>Totals</u>	
	<u>(U)</u>	<u>(R)</u>	<u>Building</u>	<u>General</u>	<u>2013</u>	<u>2012</u>
	£	£	Maintce.	Purposes	£	£
Cash Funds						
Bank current and deposit accounts	7,777	153	2,300	600	10,830	9,914
CBF deposit fund	1,127	-	-	-	1,127	920
	<u>8,904</u>	<u>153</u>	<u>2,300</u>	<u>600</u>	<u>11,957</u>	<u>10,834</u>
Other Monetary Assets						
Sunday School Cash Float	24	-	-	-	24	24
Investment Assets						
406.08 CBF Church of England Investment Fund Income shares (market value)	5,148	-	-	-	5,148	4,610
The historical cost of these shares was £5,000.						
Other assets						
Electric Piano (included at original cost)	2,212	-	-	-	2,212	2,212
Liabilities (paid over after 31 December 2013)						
Charitable donations	1,188	-	-	-	1,188	807
Due to LMC for Property maintenance	1,200	-	-	-	1,200	-
Due in respect of goods and services	70	-	-	-	70	-
	<u>2,458</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,458</u>	<u>807</u>

It is estimated that there is £3,150 in income tax to be recovered from the Inland Revenue in respect of the year ended 31 December 2013 (Note 9).

Approved by the Parochial Church Council at the Annual General Meeting
on 27 April 2014 and signed on its behalf by:

The notes on pages 9 to 11 form part of these accounts

Anglican & Free Church Communities
St Augustine's Church
North Springfield , Chelmsford

Notes to the Financial Statements
Year Ended 31 December 2013

1 Accounting Policies

Basis of Preparation of the Financial Statements

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

The accounts have been prepared under the historical cost convention except for investment assets, which are shown at market value.

Funds

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

Restricted General Funds are accounted for separately within the General Fund and are expended solely according to the restriction(s) placed upon the donation(s) by the donor(s).

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Fixtures, fittings and equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £500.
- Amounts owing from the Inland Revenue where a formal claim has been made.
- Any other amounts owing to the PCC.

Closing bank balances as shown in the receipts and payments account.

Investments are shown at historical cost.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Creditors for goods and services where the supply has been received and invoiced by 31 December 2013.
- Charitable giving owed as the result of a restricted collection at Church but not paid over at 31 December 2013.
- Charitable giving committed by the PCC but not paid over at 31 December 2013.

Anglican & Free Church Communities
St Augustine's Church
North Springfield, Chelmsford

Notes to the Financial Statements
Year Ended 31 December 2013

	2013			2012		
	(U) £	(R) £	Total £	(U) £	(R) £	Total
2 Regular Giving						
Planned Giving	11,327	-	11,327	6,811	-	6,811
Collections and other Giving	1,283	-	1,283	6,960	-	6,960
Income Tax Recovered	3,340	-	3,340	3,665	-	3,665
	<u>15,950</u>	<u>-</u>	<u>15,950</u>	<u>17,436</u>	<u>-</u>	<u>17,436</u>
3 Receipts from activities for generating funds						
Winter Fundraiser (Fayre)	733	-	733	610	-	610
Cream Tea (2012: Pamper Day)	283	-	283	157	-	157
Social Committee	197	-	197	-	-	-
Train exhibition	585	-	585	545	-	545
Other fundraisers (includes coffee)	294	-	294	40	-	40
	<u>2,092</u>	<u>-</u>	<u>2,092</u>	<u>1,352</u>	<u>-</u>	<u>1,352</u>
4 Receipts from Church activities						
Fees	<u>325</u>	<u>-</u>	<u>325</u>	<u>251</u>	<u>-</u>	<u>251</u>
5 Receipts from Investments						
Interest on NatWest	4	-	4	3	-	3
Interest from CCLA	5	-	5	8	-	8
Dividends from Investments	202	-	202	197	-	197
	<u>211</u>	<u>-</u>	<u>211</u>	<u>208</u>	<u>-</u>	<u>208</u>
6 Church activities						
Missionary & Giving (Note 8)	272	-	272	252	-	252
Diocesan parish share	12,000	-	12,000	12,000	-	12,000
Church running expenses (Note 7)	1,205	-	1,205	1,310	-	1,310
Clergy expenses	463	-	463	605	-	605
Cost of services	179	-	179	325	(28)	297
Buildings maintenance	3,000	-	3,000	1,800	-	1,800
Postage, printing & stationery	98	-	98	129	-	129
Sunday School / P & T	123	-	123	-	-	-
Education & Worship	115	-	115	124	-	124
	<u>17,455</u>	<u>-</u>	<u>17,455</u>	<u>16,545</u>	<u>(28)</u>	<u>16,517</u>

Anglican & Free Church Communities
St Augustine's Church
North Springfield , Chelmsford

Notes to the Financial Statements
Year Ended 31 December 2013

7 Church running costs	2013	2012
	(U)	(U)
	£	£
Copier Maintenance & Lease	933	1,079
Audit Fee	100	100
Music Licence	98	96
Sundries	74	35
	1,205	1,310
8 Missionary and Other Charitable Giving		
Church Overseas - Relief & Development Agencies		
Compassion	272	252

9 Tax recoverable

For the purposes of comparability with 2012, the 2013 accounts incorporate a Gift Aid Tax refund claim of £3,340 (See pages 7 & 10) in respect of the 2012 accounts year. The related Gift Aid Tax refund claim has **not** yet been made but is expected to be submitted shortly together with that due for 2013 which is estimated to amount to £3150. It is thus estimated that £6,490 is due in total in respect of refunds for 2012 & 2013.

10 General Funds: Restricted Donations

The Church has a Fund which is restricted to the use of Messy Church expenditure. At the year end the unspent balance on this restricted fund amounted to £153.

11 Restricted / Unrestricted Funds

Throughout these financial statements the symbols "(U)" & "(R)" denote unrestricted and restricted funds respectively.