

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



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

**Year ended 31 December 2017**

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**Ministers:**

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

The Revd Mike Lewis  
30 Park Avenue  
Chelmsford  
CM1 2XB

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

**Annual Report of the Parochial Church Council  
for the year ended 31 December 2016**

**Reference and Administrative details**

St Augustine's Church is situated in St Augustines'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.

The Parochial Church Council (PCC) is a charity exempted from registration with the Charity Commission.

Correspondence address:

The Vicarage  
St Augustine Way  
Chelmsford  
CM1 6GX

Independent Examiner:

Mary Betley  
Yew Tree Barn  
Pleshey

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 Revd Jane Anderson	Minister & Chairman (until 29 July 2018)
The Revd Mike Lewis	Minister
Simon Carpenter	Reader
Catherine DeBie	Church Warden
	Church Warden
	Church Officer - Methodist
Carolyn Smith	Treasurer
Charlotte Tew	
Sandie Hulbert	
John Anderson	PCC Secretary

## **Structure, Governance and Management**

The method of appointment of PCC members is 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 Mike Lewis, 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 the Roman Catholic Community appoint 3 representatives each.

### **Achievements and Performance**

#### **Church attendance**

There are **28** parishioners on the Church Electoral Roll which is completely revised every 6 years. Such a revision last took place in 2014.

The average weekly attendance, counted during October 2018 was **19** adults and **3** children (2017: 17 adults and 4 children), but this number increased at festivals.

Unfortunately Messy Church was unable to be held this year. (2017: 20 plus 15 adults)

#### **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 highlights from the year.

#### ***Mission***

For 2018 it was decided that instead of sponsoring another child through an organisation such as Compassion the church would make a charitable donation to Methodist Homes

Unfortunately due to difficulties with having sufficient helpers available, Messy Church was unable to go ahead as planned, with the exception of Messy Christingle

We continue to be registered as an inclusive church. We also host regular meetings for discussion on how to further equality and inclusion for our LGBT brothers and sisters, both lay and ordained within the Church of England, together with a yearly service

We continue to hold monthly PCN (Progressive Christianity Network) meetings.

The PCC has participated in the North Chelmsford MMP.

***Community Events***

These are detailed in the LEP Annual Report for 2018 which is available on our website: <http://staugustinespringfield.org.uk> or on request.

***Fund raising***

These are also detailed in the LEP Annual Report for 2018. which is available as noted above.

***Sunday School***

Again details are provided in the LEP Annual Report for 2018 available as noted above

## Financial Review

2018 has continued to be challenging in that our income does not meet our required expenditure and we remain unable to meet our diocesan purse commitment in full.

Total receipts on ordinary unrestricted funds were £16105 (2017: £21,461 ) and are detailed in the financial statements.

To ensure that we continued to maintain our contribution towards the parish share it had been agreed that we would utilise existing reserves (In accordance with current Reserves policy page 7) at £1638 for 2018

Parish Share - We have paid reduced amount of £12,000p.a . This is approximately 60% of our allocated contribution of £19,868. Unfortunately this is still more than our annual income.

It has been agreed by the church council that for 2019 we will continue to draw upon reserves to maintain a contribution of £12,000 towards parish share allocation of £21,000 (This includes mutual support from diocese, actual estimated cost of ministry £35,666)

This practice is not sustainable in the long term and therefore it is important that we all give prayerful consideration to how we may be able to address this situation and improve our income.

Unfortunately there was a decrease in planned giving from 2017, although small increase in loose plate collections . (see note 2)

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

Due to various factors we have been unable to hold as many fund raising activities as we would have liked in 2018. Our main fund raiser was the train exhibition organised by Andrew. We also remember the considerable contribution that Pauline, who sadly passed away in 2018 and Rev. Jane have both made

Restricted donations of £93 were received for purchase of a lockable filing cabinet £1000 (from restricted donatop 2017) has been paid over towards cost of works to protect the church from vandilism.

It came to light during the year that our community was not covered by the insurance taken out by JMC. Consequently we have npow purchased separate insurance and reduced our contribution to JMC accordingly.

The net result for the year was a deficit of from budget. The total known balance on unrestricted funds at the year -end (including cash, bank balances and investments at market value) amounted to £19,639 (2017: £22,356)

**Reserves Policy**

The reserves policy of the PCC has been reviewed. The church Council aims to keep approximately the general running costs in reserves. In addition CBF deposit fund (£2,194 at 31/12/18) to be restricted to cover emergency/unplanned building /maintenance costs.

The Church Council recognises its responsibility to increase its contribution towards paying parish share and gradually increase its contribution towards payment in full. Therefore monies remaining will not be used to increase contribution to parish share and/or mission within the parish

We will continue to maintain shares and investment in CBF Fund

It is the policy of the PCC to invest any unrestricted funds in excess of £10,000 with the CBF Church of England Funds. As we have yet to pay our parish share in full, no additional monies were invested, other than dividends received in 2017.

Any other balances are invested in an ordinary deposit account with the National Westminster Bank plc

The balance remaining at 31 December 2018 is after deducting appropriate income and expenditure

Approved by the PCC on 30 April 2019 and signed on their behalf by:

Signature: .....

**The Revd Jane Anderson (Chairman)**

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

**Independent Examiner's Report  
to the PCC of North Springfield, Chelmsford**

This report on the financial statements of the PCC for the year ended 31 December 2016, which are set out on pages 7 to 11 , is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 43 of the Charities Act 1993 ("the Act").

**Respective Responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 43 (2) of the Act do not apply. It is my responsibility to issue this report on those financial statements accounts in accordance with the terms of the Regulations.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43 (7)(b) of the Act and to be found in the *Church Guidance*, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

**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 41 of the Act; and
  - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
  
- ( 2 ) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

.....2018

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

**Financial Statements**  
**Year Ended 31 December 2018**

<b>General Fund Receipts &amp; Payments Account</b>		2018			2017		
(R = Restricted, U = Unrestricted)		U	R	Total	U	R	Total
	Note	£	£	£	£	£	£
<b>Receipts</b>							
<b>Voluntary Receipts</b>							
<i>Regular Giving</i>	<b>2</b>	12,671		12,671	12,900		12,900
<i>Tax recoverable</i>	<b>9</b>	1,761		1,761	5738		5,738
<i>Receipts from activities for generating funds</i>	<b>3</b>	1,108		1,108	1,805		1,805
<i>Receipts from Church activities</i>	<b>4a</b>	410		410	660		660
<i>Receipts from investments</i>	<b>5</b>	242		242	222		222
<i>Receipts - Missionary &amp; charitable giving (earmarked charitable fundraising)</i>	<b>8a</b>		453	453	298		0
<i>Donation - (filing cabinet)</i>	<b>2</b>		93	93		1,130	1,130
<b>Total Receipts</b>		<b>16,192</b>	<b>546</b>	<b>16,738</b>	<b>21,623</b>	<b>1,130</b>	<b>22,455</b>
<b>Payments</b>							
<i>Church Activities</i>	<b>6</b>	18,785	1093	19,878	18,449		18,449
<i>Church activities(CDBF fees)</i>	<b>4b</b>					156	156
<i>Missionary &amp; charitable giving</i>	<b>8b</b>	300	560	860	125	560	685
<b>Total Payments</b>		<b>19085</b>	<b>1653</b>	<b>20,738</b>	<b>18574</b>	<b>716</b>	<b>19,290</b>
<b>Excess of Payments over Receipts</b>				<b>-4,000</b>	<b>3,049</b>	<b>414</b>	<b>3,463</b>
Cash & bank accounts at 1 January 2018				<b>15,422</b>			<b>12,604</b>
Cash & bank accounts at 31 December 2018 (excluding CBF deposit fund)				<b>11,659</b>			<b>15,422</b>

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 2018

Statement of Assets and Liabilities at 31 December 2018

	General Fund		Totals			Totals
	U	R	2018	U	R	2017
	£	£	£	£	£	£
<b>Cash Funds</b>						
Bank current and deposit accounts	10,866	162	11,659	13,729	162	13,891
		631	631		1,631	1,631
CBF deposit fund	2,191		2,191	1,963		1,963
	<u>13,057</u>	<u>793</u>	<u>14,481</u>	<u>15,692</u>	<u>1793</u>	<u>17,485</u>
<b>Other Monetary assets</b>						
Sunday school Cash Float	<u>24</u>		<u>24</u>	<u>24</u>		<u>24</u>
<b>Investment Assets</b>						
406.08 CBF Church of England						
Investment Fund Income shares (market value)			<u>6,558</u>			<u>6,640</u>
The historical cost of these shares was £5000						
<b>Other assets</b>						
Electric Piano			<u>1,499</u>			<u>1,499</u>
( included at original cost )						
<b>Liabilities (paid over after 31 December 2018)</b>						
Charitable donations	299		299	172		172
Charitable donations	154		154			90
Due in respect of goods and services	118		118 (flowers + Visiting preacher)			
CDBF - Diocesan Purse				2500		2500
Jane expenses - oct-dec				143		143
	<u>571</u>		<u>571</u>	<u>2815</u>		<u>2905</u>
<b>Credits (monies received but paid in after 31 December 2017)</b>						
Planned Giving				263		263
Loose Collection	10		10	59		59
Fundraising						
Charitable Donation					134	134
Gift Aid claim	2449		2449	884		884
CDBF (interregnum fee)	99		99			
	<u>2,558</u>		<u>2,558</u>	<u>1,206</u>	<u>134</u>	<u>1,340</u>

Approved by the Parochial Church Council at its meeting  
on 30 April 2018 and signed on its behalf by:

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

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

**Notes to the Financial Statements**  
**Year Ended 31 December 2017**

## **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 2018.
- Charitable giving owed as the result of a restricted collection at Church but not paid over at 31st December 2018.
- Charitable giving committed by the PCC but not paid over at 31st December 2018.

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

Notes to the Financial Statements  
Year Ended 31 December 2018

	2018	R	Total	2017
	U	£		£
<b>2 Regular Giving</b>				
Planned Giving (gift aid bank & envelopes)	11,267		11,267	11,866
Loose plate Collections	1,304		1,304	1,034
Donations (gift aided)	100	93	193	
	<u>12,671</u>	<u>93</u>	<u>12,764</u>	<u>12,900</u>
<b>3 Receipts from activities for generating funds</b>				
Table Top Sale				84
Train Exhibition (kitchen)	268			760
Train exhibition (donation)	584			
Easter Raffle	46			
Craft Fayre -winter				691
1960's concert				131
Penny jar/coffee/small donations etc	210			139
	<u>1,108</u>			<u>1,805</u>
<b>4 Receipts &amp; payments from Church activities (gross - including monies due to CDBF )</b>				
<b>4a Receipts</b>				
Fees (banns, wedding and funeral fees)	<u>410</u>			<u>660</u>
<b>4b Payments</b>				
Fees - weddings/funerals paid to CDBF				<u>156</u>
				<u>156</u>
<b>5 Receipts from Investments</b>				
Interest on Bank and CBF Deposit Account	21			6
Dividends received from CCLA Investments	221			216
	<u>242</u>			<u>222</u>
<b>6 Church activities</b>				
Diocesan parish share	12000			9,600
Diocesan parish share (credited to 2016)				2,500
Clergy expenses	443			530
Cost of services	469			137
Buildings maintenance	4750			3900
Insurance	557			
Governance costs(see note 7)	1466			1435
Fundraising expenses	100			145
Sundries	93			202
Mission/Charitable donation (Inc. in note 8b)	300			300
	<u>20,178</u>			<u>18,749</u>

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

**Notes to the Financial Statements  
Year Ended 31 December 2018**

**7 Governance costs**

	2018 £	2017 £
Copier and printer Maintenance & L	1183	1158
Music Licence	148	142
Subscriptions and Courses	35	35
Sundries - audit payment	100	100
	<b>1,466</b>	<b>1,435</b>

**8 Missionary and Other Charitable Giving (gross)**

**8a Receipts -(earmarked charitable fundraising)**

LENT LUNCH	299	136 Kids Inspire
Children's Society	154	28 CHESSE
	<b>453</b>	<b>134 Children's Society</b>

**8b Payments (charitable giving)**

Methodist Homes	300	125 Compassion
CHESSE (from 2017)	28	28 CHESSE
Kids Inspire (from 2017)	136	136 Kids Inspire
Children's Society	134	134 Children's Society
Farming Community Network (from 2016)	90	90 Farming Community Network (from 2016)
Children's Society(from 2016)	172	172 Children's Society(from 2016)
	<b>860</b>	<b>685</b>

**9 Tax Recoverable**

2018	877	3000	
2017	884	2738	2017
total	<b>1761</b>	<b>5738</b>	2016

Gift Aid claim - A further £2449 was paid in after the year end.  
Thus the actual tax refund relating to 2018 is £3326

**10 Messy Church (restricted fund)**

Receipts		6
Payments		20
Excess of Receipts over payments		-
Balance brought forward	162	176
Total carried forward balance	<b>162</b>	<b>162</b>