



**The Diocese of St Edmundsbury & Ipswich**

**ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**of the**

**PAROCHIAL CHURCH COUNCIL**

**of**

**ST JOHN THE DIVINE, ELMSWELL**

**for the**

**YEAR ENDED 31 DECEMBER 2016**



## GENERAL INFORMATION

**Website:** [www.stjohnselmswell.org.uk](http://www.stjohnselmswell.org.uk)

**Facebook Page:** [www.facebook.com/stjohnselmswell](http://www.facebook.com/stjohnselmswell)

**Church address:** St John the Divine  
Church Road  
Elmswell  
Bury St Edmunds  
Suffolk IP30 9DZ

**Rector:** The Revd Peter Goodridge  
The Rectory, Church Road  
Elmswell  
Bury St Edmunds  
Suffolk IP30 9DY

**Secretary:** Mrs Jean Folkard  
10 Warren Close  
Elmswell  
Bury St Edmunds  
Suffolk IP30 9DS

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

HSBC Bank plc  
54 Abbeygate Street  
Bury St Edmunds  
Suffolk IP33 1LJ

**Independent Examiner:** Mr Timothy Taylor  
18 Dove Gardens  
Stowmarket  
Suffolk IP14 5BX

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

Elmswell Church Land Charity (255055) and The Friends of St John's Church - Elmswell (1083116) are associated registered charities who provide financial support to the PCC. Further details of these charities can be found in the Notes to the Financial Statements – page 11.

# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

## AIMS AND OBJECTIVES

The Parochial Church Council has the responsibility of co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

At St John's Church our aim is **to know Christ and make him known.**

Our **Mission statement** is:

1. To demonstrate God's love to the world
2. To declare the good news of Jesus Christ
3. To depend on God as part of His family

## MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL (PCC)

### Clergy:

Rector - The Revd Peter Goodridge

### Term of office ends

### Churchwardens:

Mr Mark Langston (Vice-Chairman)	2 May 2017
Mr Darryl Long	2 May 2017

### Deanery Synod Representatives:

Mrs Linda Barber	31 May 2017
Mr Russell Fife	31 May 2017
Mr Peter Lester	31 May 2017

### Elected Members:

Mrs Janet Baker	APCM 2017
Mr Derek Folkard	APCM 2017
Mrs Jean Folkard (Secretary & Electoral Roll Officer)	APCM 2017
Mrs Tina Chapman	APCM 2018
Mr Peter Goodchild (Assistant Churchwarden)	APCM 2018
Mrs Jane Langston	APCM 2018
Mr Richard Standen	APCM 2019
Mr Christopher Hall (Treasurer)	APCM 2019
Mr Edwin Barber	APCM 2019

### Co-opted Member:

Mrs Rosemary Ellis (Assistant Churchwarden)

## STRUCTURE

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting (APCM) and in accordance with Church Representation Rules (Rule 16 [1]) one third of the members of the Parochial Church Council are required to retire each year but may stand for re-election.

### Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

## CHURCH MEMBERSHIP

There are 112 parishioners on the Church Electoral Roll (2015 – 109) of whom 10 are not resident in the parish.

## REVIEW OF THE YEAR

### Parochial Church Council (PCC)

The PCC met 7 times during the year, with 90.7% attendance.

The Standing Committee met once, with 100% attendance.

Meetings of the International & UK Mission Committee were held and minutes of their meetings were reported to the PCC as were those of the committee of Christians Together in Elmswell, of which St John's is a member.

**Worship:** St John's is a wonderfully diverse congregation made up of all ages and our worship reflects this. In 2016, our All Age services on the first Sunday of the month went well and our more traditional services at 11am continued to have an important place in our life of worship. Our other services maintain a balance between organ and band music. Average Sunday attendance was 62 adults and 10 children. During October, the month used for Diocesan statistics, the average attendance was 60 adults and 12 under 16's. *(2015 – 58 adults and 12 under 16's).*

We again enjoyed a variety of special services in 2016. Services to mark Epiphany, Ash Wednesday, Mothering Sunday, Maundy Thursday, Ascension and Pentecost were enjoyed by many. In June, there was a special service for the Friends of St John's and we welcomed the return of the Battsford Praise Band in September, which was an uplifting evening of praise and worship. Following the Harvest Festival we were able to distribute gifts of food and flowers to several people in the village as well as to the local foodbanks. The local primary school also held their Harvest Festival in St John's.

October was a highlight as 6 members of St John's were confirmed by Bishop Mike at a moving service at Cockfield. Special Mission services for the Operation Christmas Child shoebox appeal in November were very successful, resulting in over 120 shoeboxes. Our Time To Remember and Remembrance Day services were also well received. Late on in the year we had a lovely Christingle Service and Christmas services, with an amazing 155 celebrating at our Christmas Eve family service. The Little Elms (nursery school) Nativity Play and the Community Primary School Carol service were also very successful.

Fortnightly prayer meetings continue to be held and we have a range of midweek Bible Study groups - three house groups and Mums the Word! Another 'Marriage by Design' day was used for Marriage preparation (eight couples attended). The Open the Book team and the Rector took assemblies at the School. The Ladies' Monthly Lunch Group, the Men's Breakfast and Monday Coffee Break all continued, as did our Sunday children's groups. SlamJam was relaunched as an all age choir. Fund raising events included the Summer and Christmas Fairs.

**The Friends of St John's** continues to raise funds for the fabric and held events including a Sausage Supper, a Harvest Horkey, Coffee Morning after the AGM, a Beetle Drive, as well as the Annual Service with a guest speaker, a Flower Festival and a Tea Party on the Queen's Birthday. The Friends also held Lent Lunches.

**Christians Together in Elmswell** joined together in various services during the year and the annual Holiday Club for 5-11's in August was again very successful. The Women's World Day of Prayer Service was held at the Baptist Church.

**Summary:** Much change occurred during 2016 including a change in churchwardens and treasurer. An upgrade to the heating system enables us to be warmer. We faced challenges - parish share increased (although we managed to pay our parish share in full following another special gift day), there were significant pastoral issues, some of our members went to be with the Lord and several others have moved on. However, there are clear signs of God bringing new growth and we look to the future with excitement.

## **FINANCIAL REVIEW**

### **Parish Share**

The major expense each year is the Parish Share which is St John's contribution to the Diocesan purse. In 2014 the Diocese of St Edmundsbury & Ipswich introduced the Centenary Share System and the contribution for each parish is primarily based on the number of stipendiary clergy plus a charge per capita for each person on the electoral roll. The Parish Share for 2015 was £55,539 after transitional relief of £2,203. Unfortunately by the end of December 2015 we had only paid £49,839. The outstanding balance was eventually paid for by holding a special 'Gift Day' in early 2016.

The 2016 Parish Share allocation was £58,224 (after the deduction of £1,036 transitional relief). Another 'Gift Day' was held in January 2017 and the balance was paid in February 2017.

We are also required to pay £10 per year to Mildenhall PCC for the Deanery Synod subscription, which is included under the Parish Share figures in the accounts.

### **Voluntary giving**

The significant source of income is through regular giving and without this support St John's would be unable to meet its financial commitments. The PCC is grateful for the support it receives through planned giving, with donors using either the weekly envelopes or paying by banker's order. In 2016 the planned giving income again decreased, this year by 1.9%, compared to the 2015 decrease of 2.5%.

### **Mission and charitable giving**

During 2016 we have supported a number of charities through various donations:

- We have continued to support the Stowmarket Foodbank with a donation of £150 from the 'Lent Lunches' run in March 2016 as well as the food contributions in the box by the front door.
- A total of £163 was given to Garland Street Baptist Church for the 'Who Cares' initiative, collected at the evening praise service with the Battisford band and the October Men's Breakfast.
- A wonderful £489 was donated to Kagera at the Archdeacon's Visitation service hosted by St John's in May 2016.
- £135 was donated to the Children's Society through donations made at the Christingle services held in February and November.
- £262.15 was collected on behalf of the Royal British Legion at the Remembrance Sunday service.
- £42 was donated to OMF International
- £151 was donated to TearFund.

### **Fabric Fund**

In recent years the level of funds held in the Fabric Fund account has dropped significantly, it was therefore decided that the 2016 church insurance would be paid for by monthly direct debit. There were also payments for the maintenance of the roof alarm system and general upkeep of the church building. We are extremely grateful to the Friends of St. Johns who gave us a donation of £2,000 during the year. Additionally a grant of £750 from Cllr. John Levantis was received in respect of the roof alarm system.

### **Grants**

We are indebted to Cllr. Sarah Mansel for her grant of £900 from her Suffolk County Council locality budget towards the new heating system. The Suffolk Historic Churches Trust, as in previous years, granted St John's £175 towards the cost of the annual MYGroup Maintenance Contract which ensures the gutters and downpipes are cleared annually. A grant of £500 was also received from the Bishop towards the Heating project. Finally, St John's received a grant of £1,503 from the Listed Places of Worship Scheme to cover the VAT on the Heating project.

### **Summary**

As previously mentioned St John's received transitional relief of £2,203 towards our Parish Share contribution in 2015 and £1,036 in 2016. This system will no longer operate from 2017. With the repairs to the Chancel ceiling also expected to be carried out in 2017, the 2017 Parish Share allocation of £64,577 is therefore going to be a tough task to meet.

## RISK ASSESSMENT

The PCC has previously carried out a detailed review of the church's activities (as Charity Trustees) and produced a comprehensive, strategic plan setting out the major opportunities available to the Church and the risks to which it is exposed. The PCC monitors progress against the strategic objectives set out in the plan at each meeting and a comprehensive review of the plan is carried out annually. As part of this process the PCC has implemented a risk management strategy which covers:

1. **Financial Risks** – this is the most common risk to be managed through budget, internal audit and proper financial procedures.
2. **Reputational Risk** – unwelcome publicity which hinders the mission of the Church.
3. **Statutory and Legal Requirements** - to cover health and safety, employment law, child protection and associated difficulties which could lead to compensation claims.
4. **Operational Risk** – threats to the Church's ability to deliver its objectives.

The PCC (as Charity Trustees) have established systems and procedures to mitigate those risks identified in the plan through recording, PCC authorisation and review. The PCC is satisfied the above risks have been reduced to their minimum, by systematic consideration and assessment regarding both the level of risk and the Health and Safety procedures relating to each of the above areas.

# FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2016

## INCOME AND EXPENDITURE ACCOUNT FOR THE GENERAL PURPOSES FUND

### General Purposes Fund

<u>INCOME</u>	2016	2015 - Restated
	£	£
<b>Voluntary income</b>		
Planned giving (Gift Aid)	26,557	25,766
Other planned giving (no Gift Aid)	2,222	3,576
Collections	13,070	5,367
Donations	5,148	2,019
Income Tax recovered	11,130	8,330
Grants	2,948	3,275
Restricted donations for parish projects	1,237	355
Other Restricted donations	<u>1,403</u>	<u>2,188</u>
	63,715	50,876
<b>Activities for generating funds</b>		
Church Room lettings	0	12
Fund raising events	<u>3,810</u>	<u>3,777</u>
	3,810	3,789
<b>Income from church activities</b>		
Fees		1,968
<b>Income from investments</b>		
Diocesan Trust Fund	799	872
Martyrs Memorial & Church of England Trust Fund	<u>7,537</u>	<u>8,359</u>
		8,336
<b>Miscellaneous</b>		75
		25
<b>TOTAL INCOME</b>	<b>77,904</b>	<b>66,257</b>
 <u>EXPENDITURE</u>		
<b>Fund raising costs</b>		431
		350
<b>Church activities</b>		
Charitable donations	1,392	2,743
Diocesan Parish Share / Deanery expenses	58,234	55,549
Clergy expenses	1,450	1,237
Church running expenses	2,215	1,938
Church maintenance	786	3,102
Cost of services	765	827
Upkeep of churchyard	231	429
Printing costs - East Anglican & Church Guide	18	18
Training support costs	110	131
Mission support costs	434	602
Organist	<u>1,296</u>	<u>1,265</u>
		66,931
<b>Administration</b>		292
		206
<b>Parish projects</b>		
Stage & screen project	0	9,176
Parking project	0	2,348
Heating project	<u>4,365</u>	<u>4,000</u>
		4,365
<b>Miscellaneous</b>		43
<b>TOTAL EXPENDITURE</b>	<b>72,019</b>	<b>83,964</b>

<b>Surplus/deficit for the year</b>	<b>5,885</b>	<b>(17,707)</b>
Cash-flow reconciliation:		
Less:		
Gift aid Receivable (rec'd March 2017)	(11,130)	-
Add:		
Outstanding Parish Share (2016)	14,000	-
(2015)	(5,700)	5,700
Balance at HSBC Bank account at 1 January 2016	1,071	13,078
Balance at HSBC Bank account at 31 December 2016	<b>4,126</b>	<b>1,071</b>

#### Notes

(1)Includes both 'gift days' to reach 2015 and 2016 parish shares

### **INCOME AND EXPENDITURE ACCOUNT FOR THE FABRIC FUND**

	<b><u>2016</u></b>	<b><u>2015</u></b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Friends of St John's	2,000	0
Donations	0	375
Grants	750	1,650
CAF Bank interest	7	15
Listed Places of Worship Grant Scheme (VAT recovery)	685	725
<b>TOTAL INCOME</b>	<b>3,442</b>	<b>2,765</b>
<b>EXPENDITURE</b>		
Insurance	883	2,559
Repairs to Church Fabric	912	0
Installation of Roof Alarm	0	4,788
Roof Alarm Fees	317	0
New Heating System (Flushing of System Element)	655	0
CAF Bank transfer fees	0	6
<b>TOTAL EXPENDITURE</b>	<b>2,767</b>	<b>7,353</b>
<b>Surplus/deficit for the year</b>	675	<b>(4,588)</b>
HSBC & CAF Bank accounts at 1 January 2016	5,444	10,032
HSBC & CAF Bank accounts at 31 December 2016	<b>6,119</b>	<b>5,444</b>

### **INCOME AND EXPENDITURE ACCOUNT FOR THE COFFEE FUND**

	<b><u>2016</u></b>	<b><u>2015</u></b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Donations	363	363
<b>TOTAL INCOME</b>	<b>363</b>	<b>363</b>
<b>EXPENDITURE</b>		
Catering	45	68
Equipment	0	15
Sundries	5	1
Transfer to General Purposes Fund	315	282
<b>TOTAL EXPENDITURE</b>	<b>365</b>	<b>366</b>
<b>Deficit for the year</b>	<b>(2)</b>	<b>(3)</b>
Cash in hand at 1 January 2016	4	7
Cash in hand at 31 December 2016	<b>2</b>	<b>4</b>



**INCOME AND EXPENDITURE ACCOUNT FOR THE MARTYRS MEMORIAL  
& CHURCH OF ENGLAND TRUST FUND**

*Endowment Fund*

	2016	2015
	£	£
<b>INCOME</b>		
Dividend Income	7,537	8,359
<b>TOTAL INCOME</b>	<b>7,537</b>	<b>8,359</b>
<b>EXPENDITURE</b>		
General Purposes Fund	7,537	8,359
<b>TOTAL EXPENDITURE</b>	<b>7,537</b>	<b>8,359</b>

The Church of England Central Board of Finance investments for the Fund are as follows:

Investment Fund	12,419.06 shares	Value at 31 December 2016 - <b>£186,745</b>	(2015 - £168,087)
Fixed Interest Securities	29,338.90 shares	Value at 31 December 2016 - <b>£49,653</b>	(2015 - £46,956)

**INCOME AND EXPENDITURE ACCOUNT FOR THE DIOCESAN TRUST FUND**

*Endowment Fund*

	2016	2015
	£	£
<b>INCOME</b>		
Dividend income	799	872
<b>TOTAL INCOME</b>	<b>799</b>	<b>872</b>
<b>EXPENDITURE</b>		
General Purposes Fund	799	872
<b>TOTAL EXPENDITURE</b>	<b>799</b>	<b>872</b>

The Church of England Central Board of Finance investments for the Fund are as follows:

Investment Fund	1,348.94 shares	Value at 31 December 2016 - <b>£20,284</b>	(2015 - £18,257)
Fixed Interest Securities	2,912.94 shares	Value at 31 December 2016 - <b>£4,930</b>	(2015 - £4,662)

**INCOME AND EXPENDITURE ACCOUNT FOR ELMSWELL CHURCH LAND CHARITY**

*Registered Charity no. 255055*

	2016	2015
	£	£
<b>INCOME</b>		
Elmswell Poor's Land Charity	176	173
Donation	0	1
<b>Investment income:</b>		
Charity Commissioners	144	149
<b>TOTAL INCOME</b>	<b>320</b>	<b>323</b>
<b>EXPENDITURE</b>		
Repairs to Church Fabric	0	0
Elmswell Poor's Land Charity	1	1
<b>TOTAL EXPENDITURE</b>	<b>1</b>	<b>1</b>
<b>Surplus for the year</b>	<b>319</b>	<b>322</b>
Balance at HSBC Bank account at 1 January 2016	2,098	1,776
Balance at HSBC Bank account at 31 December 2016	<b>2,417</b>	<b>2,098</b>

The COIF Charities investments for the Charity are as follows:

Investment Fund	317 Income Units	Value at 31 December 2016 - <b>£4,308</b>	(2015 - £3,910)
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## STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2016

DESIGNATION OF FUNDS	Unrestricted Funds		Restricted Funds	TOTAL £
	Designated	Undesignated		
Coffee Fund		2		2
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>			2,417	2,417
Fabric Fund			6,119	6,119
General Purposes Fund		3,750	376	4,126
<b>TOTAL</b>		<b>3,752</b>	<b>8,912</b>	<b>12,664</b>

MONETARY ASSETS	Cash	HSBC Bank	CAF Bank	TOTAL £
Coffee Fund	2			2
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>		2,417		2,417
Fabric Fund		2,113	4,006	6,119
General Purposes Fund		4,126		4,126
<b>TOTAL</b>	<b>2</b>	<b>8,656</b>	<b>4,006</b>	<b>12,664</b>

### Debtors

£11,130 from HMRC – Gift Aid Claim

### Liabilities

£14,000 to St Edmundsbury and Ipswich Board of Finance – Parish Share for 2016

The **NOTES TO THE FINANCIAL STATEMENTS** on Page 11 form part of these financial statements.

Approved by St John's Parochial Church Council on 27 March 2017  
and signed on its behalf by:

.....Chairman.....Treasurer

(The Revd. Peter Goodridge)

(Christopher Hall)

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. ACCOUNTING POLICIES OF THE PAROCHIAL CHURCH COUNCIL (PCC)**

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 2006 using the accruals basis and comply with the Charities Act 2011 (SORP 2010).

#### **Funds**

The General Purpose Fund represents 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.

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.

#### **Statement of Assets and Liabilities**

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

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf by the PCC.
- Other fixtures and fittings where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.

### **2. ENDOWMENT FUNDS**

The following are capital funds and the PCC may only use the income generated from these investments:

#### **▪ Martyrs Memorial & Church of England Trust Fund**

This fund represents the proceeds of the sale of the old Church Hall in School Road in 1988, after deduction of expenses incurred following the re-ordering at the West end of the church in 1993 when the Church Room, Balcony, Kitchen and Toilet were built. The balance to be retained as capital with the PCC able to use the investment income for general purposes or for the maintenance of the fabric. At one time part of this income was reinvested but the current financial situation no longer allows this.

A special exception was made in 2000 when the PCC was granted permission to temporarily withdraw £10,000 capital from the Fund due to the urgent need to carry out repairs to the chancel roof. Thanks to fund raising and the provision of grants the capital was repaid in 2001.

#### **▪ Diocesan Trust Fund**

This fund comprises money given to St John's with specific instructions that it be retained as capital with the PCC able to use the investment income for general ecclesiastical purposes or for the maintenance of the fabric of the church. There was no further investment in The Church of England Central Board of Finance Investment Fund during 2016

### **3. CONNECTED CHARITIES**

#### **▪ The Friends of St John's Church - Elmswell (*Registered Charity No. 1083116*)**

The organisation raises funds for the upkeep of the church building. The PCC Fabric Fund for 2016 shows an income of £2,000 from The Friends of St John's Church – Elmswell.

The accounts are not included in the PCC's financial report as they are a registered charity in their own right and make their own return to the Charities Commission.

#### **▪ Elmswell Church Land Charity (*Registered Charity No. 255055*)**

A charity set up in 1898 for the maintenance of the fabric of the Parish Church of Elmswell, inclusive of the tower, but exclusive of the chancel.

### **4. PAYMENTS TO TRUSTEES**

Any payments made to Trustees (PCC Members) solely relate to reimbursement of expenses incurred in respect of the administration of St John's Church PCC.

**5. The FABRIC FUND** includes a balance of £107 in respect of the Handbells Account.

### **Independent Examiner's Statement**

I have examined the accounts of St John the Divine Church, Elmswell for the year ended 31st December 2016.

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 the law; and
  - to prepare accounts which accord with the accounting records and comply with the various legal requirements that apply 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.



**Timothy Taylor**

Chartered Accountant, Statutory Auditor (ICAEW)  
Honorary Independent Examiner

Date: 24 MARCH 2017