



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 2017



GENERAL INFORMATION

Website: www.stjohnselmswell.org.uk
Facebook Page: 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

Treasurer: Mr Christopher Hall
21 Gardeners Walk
Elmswell
Bury St Edmunds
Suffolk IP30 9ET

Bankers:	CAF Bank Ltd	HSBC Bank plc
	25 Kings Hill Avenue	54 Abbeygate Street
	Kings Hill	Bury St Edmunds
	West Malling	Suffolk IP33 1LJ
	Kent ME19 4JQ	

Independent Examiner: Mr Timothy Taylor
Birches Meadow
The Wytchwoods
Pettaugh
Stowmarket
Suffolk IP14 6TB

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 10.

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** as we

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

MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL (PCC)

Clergy:

Rector - The Revd Peter Goodridge

Curate - The Revd Ernest Okeke

Term of office ends

Churchwardens:

Mr Mark Langston (Vice-Chairman)

2 May 2018

Mr Peter Goodchild

2 May 2018

Deanery Synod Representatives:

Mrs Linda Barber

31 May 2020

Mr Carol Blissett

31 May 2020

Mrs Margaret Hitchins

31 May 2020

Elected Members:

Mrs Tina Chapman

APCM 2018

Mrs Jane Langston

APCM 2018

Mr Richard Standen

APCM 2019

Mr Chris Hall (Treasurer)

APCM 2019

Mr Eddie Barber

APCM 2019

Mrs Rosie Ellis (Assistant Warden)

APCM 2020

Mr Derek Folkard

APCM 2020

Mrs Jean Folkard (Secretary & Electoral Roll Officer)

APCM 2020

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 108 parishioners on the Church Electoral Roll (2016 – 112) of whom 10 are not resident in the parish.

REVIEW OF THE YEAR

Parochial Church Council (PCC)

The PCC met 6 times during the year, with 90% attendance.

Meetings of the International & UK Mission Committee and Social, Outreach & Fundraising Team 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 diverse congregation made up of all ages and our worship reflects this. In 2017, we introduced a new pattern of services. On the third Sunday in the month Breakfast Church is an informal and contemporary service with breakfast available from 9am. This is followed at 11am by Common Worship Communion with traditional organ. This change has been warmly accepted. On other Sundays, there continues to be a variety of worship styles. Average Sunday attendance was 55 adults and 6 children. During October, the month used for Diocesan statistics, the average attendance was 53 adults and 7 under 16's. (2016 – 60 adults and 12 under 16's).

As well as our weekly services, there were a number of special services in 2017- Ash Wednesday, Maundy Thursday, Good Friday, Ascension, our Praise Evening with the Battsford Praise Band, Time to Remember, Remembrance Day, Christingle and Christmas services. It was good to see 260 in church for the School's carol Service as well as 160 for Little Elms (nursery) carols. We also welcomed year 5 and 6 into church for a Discover Advent experience, run with help from the Cathedral. This is all part of our vision to strengthen our links with the school and nursery and to grow younger.

Mission and support agencies continue to be supported – in particular the Samaritans's Purse "Raising Families" and "Operation Christmas Child" appeals, as well as OMF, the Stowmarket Foodbank, Tearfund and Caribbean Hurricane appeal amongst others.

Our prayer meetings have increased from fortnightly to weekly and we have a range of midweek Bible Study groups - three house groups and Mums the Word! 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. Fund raising events were very successful, including a quiz night, "Variety and Spice" concert and the traditional 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 concert by Alastair Blay, a soup lunch and reflection as part of Thy Kingdom Come, a Coffee Morning after the AGM, a Harvest Horkey, as well as the Annual Service with a guest speaker. 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 St John's.

Summary: The change to our pattern of services in early 2017 has proved successful and in the summer our new Curate, Ernest, joined us. Significant challenges were faced. The parish share increased by a massive 11%, but we managed to pay it in full following another special gift day. Four tons of lead was stolen from our roof in November. The chancel ceiling continued to deteriorate. More of our members went to be with the Lord or moved out of the area. However, we also welcomed a number of new people into the St John's family during 2017 and many are getting involved in much of what goes on. It is exciting to see God bringing this new growth. Despite the challenges of finance, fabric, pastoral concerns and a relatively low number of children compared to a few years ago, there is a good vibe in church and we look ahead in confidence and faith.

FINANCIAL REVIEW

Parish Share

The major expense each year is the Parish Share, which is St John's contribution to the Diocesan Purse. We paid off the 2017 Parish Share in full (£64,577) by the 31 January 2018 (deadline). This was a considerable achievement as the value was higher than ever before (2016 = £58,224) and we made the payment much earlier than the previous year (when the deadline was extended by the Diocese for everyone in the Parish).

Gift Day, Voluntary Giving and Online Donations Page

We held a gift day in January 2018 and received a number of generous donations in late 2017 and early 2018. This income allowed us to pay off the Parish Share in full.

2017 has seen a decrease of nearly 10% in Voluntary Giving (compared to 2016). This can be explained by the lack of grants in 2017, compared to several thousand pounds of grants in 2016.

Since December 2017 we have been receiving donations via an online giving webpage (Virgin Money). This has allowed people from further afield to easily make donations to St John's and some people have opted to give regularly through this website. The online giving page can also reclaim the Gift Aid directly from HMRC on St John's behalf. In 2017, we raised £299 using the page, and within the first three months of 2018 we have already received approximately £1,500.

Fabric Fund

The overall balance of the Fabric Fund continues to decline, due to a lack of donations and grants in 2017. However, St John's have again received a very generous £2,000 donation from The Friends of St John's. Currently, the balance of the Fabric Fund is just under £5,000.

Repairs and insurance payments have been traditionally been covered by donations to the Fabric Fund as 'general fabric donations' including the donation each year from 'The Friends'. However as more and more fundraising is taking place each year for specific projects, the 'general' donations to the Fabric Fund have decreased.

Looking forward, we should consider raising money for the Fabric Fund generally, rather than specific projects (e.g. roof repairs and heating improvements).

Grants

In 2017 we did not receive any financial grants.

Charitable Giving and Mission Work

Even though the challenge of making the parish share has increased, we have still increased our charitable giving! Typically, we raise money for charities via specific in-service collections or post-service fundraisers. Charities we have supported in 2017 include Samaritans Purse and Royal British Legion (both donations were over £500). We have also supported British Red Cross (for the hurricane appeal in the Caribbean), OMF (Overseas Missionary Fellowship - Asia), Stowmarket Food Bank, Tearfund amongst others.

Message from Chris

Thank you! Thank you to everyone who has made donations to St John's (and our associated charities) in 2017. We have an expensive building to maintain and without your generosity it would not be possible. Looking forward, the financial challenges will continue and, although we understand the Parish Share will be calculated "more fairly" from 2019 onwards, it is likely that we will still have a large bill to pay! Your support, as always, is much appreciated. Thanks!

Chris Hall, St John's Treasurer, March 2018.

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 2017

INCOME AND EXPENDITURE ACCOUNT FOR THE GENERAL PURPOSES FUND

<u>General Purposes Fund</u>	2017		2016	
<u>INCOME</u>	£	£	£	£
Voluntary income				
Planned giving (Gift Aid)	22,155		26,557	
Other planned giving (no Gift Aid)	4,305		2,222	
Collections	13,777		13,070	
Donations	2,406		5,148	
Income Tax recovered	10,486		11,130	
Virgin Money Donations	299		0	
Legacies	500		0	
Grants	0		2,948	
Designated donations for parish projects	3,551		1,237	
Other Restricted donations	<u>0</u>		<u>1,403</u>	
		57,479		63,715
Activities for generating funds				
Church Room lettings	45		0	
Fund raising events	<u>5,175</u>		<u>3,810</u>	
		5,220		3,810
Income from church activities				
Fees		1,941		1,968
Income from investments				
Diocesan Trust Fund	910		799	
Martyrs Memorial & Church of England Trust Fund	<u>8,064</u>		<u>7,537</u>	
		8,974		8,336
Miscellaneous		0		75
TOTAL INCOME		73,614		77,904
<u>EXPENDITURE</u>				
Fund raising costs		710		431
Church activities				
Charitable donations	1,660		1,392	
Deanery expenses	10		10	
Diocesan Parish Share	64,577		58,224	
Clergy expenses	2,018		1,450	
Church running expenses	2,044		2,215	
Church maintenance	325		786	
Cost of services	979		765	
Upkeep of churchyard	158		231	
Printing costs - East Anglican & Church Guide	0		18	
Training support costs	62		110	
Mission support costs	88		434	
Organist	<u>1,326</u>		<u>1,296</u>	
		73,247		66,931
Administration		290		292
Parish projects				
Roofing Projects	3,718		0	
Heating project	<u>0</u>		<u>4,365</u>	
		3,718		4,365
TOTAL EXPENDITURE		77,965		72,019

Surplus/deficit for the year	(4,351)	5,885
Cash flow reconciliation:		
Less:		
Gift aid Receivable (2016)	11,130	(11,130)
Add:		
Capital Added	25,000	
Outstanding Parish Share (2016)	(14,000)	14,000
(2015)	-	(5,700)
Balance at HSBC Bank account at 1 January 2017	4,126	1,071
Balance at HSBC Bank account at 31 December 2017	21,905	4,126

INCOME AND EXPENDITURE ACCOUNT FOR THE FABRIC FUND

	<u>2017</u>	<u>2016</u>
	£	£
INCOME		
Friends of St John's	2,000	2,000
Grants	0	750
CAF Bank interest	2	7
Listed Places of Worship Grant Scheme (VAT recovery)	0	685
TOTAL INCOME	2,002	3,442
EXPENDITURE		
Insurance	2,695	883
Repairs to Church Fabric	576	912
Roof Alarm Fees	0	317
New Heating System (Flushing of System Element)	0	655
TOTAL EXPENDITURE	3,271	2,767
Surplus/(Deficit) of Receipts over Payments	(1,269)	675
HSBC & CAF Bank accounts at 1 January 2017	6,119	5,444
HSBC & CAF Bank accounts at 31 December 2017	4,850	6,119

INCOME AND EXPENDITURE ACCOUNT FOR THE COFFEE FUND

	<u>2017</u>	<u>2016</u>
	£	£
INCOME		
Donations	472	363
TOTAL INCOME	472	363
EXPENDITURE		
Catering	99	45
Sundries	0	5
Transfer to General Purposes Fund	362	315
TOTAL EXPENDITURE	461	365
Surplus/(Deficit) for the year	11	(2)
Cash in hand at 1 January 2017	2	4
Cash in hand at 31 December 2017	13	2

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

Endowment Fund

	2017	2016
	£	£
INCOME		
Dividend Income	8,064	7,537
TOTAL INCOME	8,064	7,537
EXPENDITURE		
General Purposes Fund	8,064	7,537
TOTAL EXPENDITURE	8,064	7,537

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 2017 - £203,603	(2016 - £186,745)
Fixed Interest Securities	14,828.48 shares	Value at 31 December 2017 - £24,885	(2016 -£49,653)

INCOME AND EXPENDITURE ACCOUNT FOR THE DIOCESAN TRUST FUND

Endowment Fund

	2017	2016
	£	£
INCOME		
Dividend income	910	799
TOTAL INCOME	910	799
EXPENDITURE		
General Purposes Fund	910	799
TOTAL EXPENDITURE	910	799

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 2017 - £22,115	(2016 - £20,284)
Fixed Interest Securities	2,912.94 shares	Value at 31 December 2017 - £4,889	(2016 - £4,930)

INCOME AND EXPENDITURE ACCOUNT FOR ELMSWELL CHURCH LAND CHARITY

Registered Charity no. 255055

	2017	2016
	£	£
INCOME		
Elmswell Poor's Land Charity	180	176
Donation	0	0
Investment income:		
Charity Commissioners	155	144
TOTAL INCOME	335	320
EXPENDITURE		
Repairs to Church Fabric	2,414	0
Elmswell Poor's Land Charity	1	1
TOTAL EXPENDITURE	2,415	1
Surplus/(Deficit) for the year	(2,080)	319
Balance at HSBC Bank account at 1 January 2017	2,417	2,098
Balance at HSBC Bank account at 31 December 2017	337	2,417

The COIF Charities investments for the Charity are as follows:

STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2017

DESIGNATION OF FUNDS	Unrestricted Funds		Restricted Funds	TOTAL £
	Designated	Undesignated		
Coffee Fund		13		13
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>			337	337
Fabric Fund			4,850	4,850
General Purposes Fund	23,353	(1,955)	507	21,905
TOTAL	23,353	(1,942)	5,694	27,105

MONETARY ASSETS	Cash	HSBC Bank	CAF Bank	TOTAL £
Coffee Fund	13			13
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>		337		337
Fabric Fund		842	4,008	4,850
General Purposes Fund		21,905		21,905
TOTAL	13	23,084	4,008	27,105

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

**Approved by St John's Parochial Church Council on 26 March 2018
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.

A further exception was made in 2017 when the PCC was granted permission to withdraw £25,000 capital from the Fund due to the urgent need to carry out repairs to the chancel roof.

▪ 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 2017.

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 2017 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.

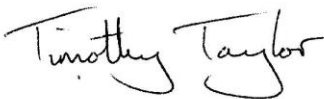
5. The FABRIC FUND includes a balance of £107 in respect of the Handbells Account.

Independent Examiner's Statement

I have examined the accounts of St John the Divine Church, Elmswell for the year ended 31st December 2017.

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

Fellow of the Institute of Chartered Accountants (FCA)

Statutory Auditor (ICAEW)

Honorary Independent Examiner

Date: 10 APRIL 2018