



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 2018



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

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

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 – see near the end of the report.

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 2019
Mrs Christine Martin	2 May 2019

Deanery Synod Representatives:

Mrs Linda Barber (Assistant Warden)	31 May 2020
Mrs Carol Blissett	31 May 2020
Mrs Margaret Hitchins	31 May 2020

Elected Members:

Mr Richard Standen (stood down during the year)	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
Mr Peter Goodchild	APCM 2021
Mrs Janet Baker	APCM 2021

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 113 parishioners on the Church Electoral Roll (2017 – 108) 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 2018, we continued the pattern of services introduced at the beginning of 2017. 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 60 adults and 10 children. During October, the month used for Diocesan statistics, the average attendance was 52 adults and 8 under 16's. (2017 – 53 adults and 7 under 16's).

2018 saw a fresh expression of Church begin at St John's – Messy Church. This started off as a weekly meeting in August (replacing the August holiday club) and has continued monthly. It attracts between 18 and 35 children and up to 25 adults (including those helping).

A number of special services were held in 2018, including Ash Wednesday, Maundy Thursday, Ascension Day, Time to Remember, Remembrance Day, and Christmas services. It was again good to see 252 in church for the School Carol Service as well as 153 for Little Elms (nursery) Carols. Two special services of healing also took place.

Mission and support agencies continue to be supported – OMF, Tearfund, the Stowmarket Foodbank, CPAS, Gatehouse and Mercy Ships amongst others.

Weekly prayer meetings and midweek Bible Study groups (3 house groups and Mums the Word!) met. The Open the Book team and the clergy took assemblies at the School. The Ladies' Monthly Lunch Group, Men's Breakfast and Monday Coffee Break all continued, as did our Sunday children's groups. Fund raising events were very successful, including 2 quiz nights, "Variety and Spice" concert and the traditional Summer and Christmas Fairs.

The Friends of St John's has raised over £50,000 for the Fabric of the church since 1995. Activities in 2018 included the usual Coffee Morning, Afternoon Tea at the Wesley preceded by a Beetle Drive and to commemorate 100 years of the end of the 1st World War, an exhibition of memorabilia and poppies draped from the gallery, which we shared with the Friday Ladies' Lunch group. There were lots of visitors and some family reunions, which made for a most enjoyable weekend, with special visits from the school.

Christians Together in Elmswell includes St John's, the Baptist Church and some members of Norton Salvation Army. Unfortunately in 2018 we were unable to run the Holiday Club, but St John's held successful Messy Church sessions instead. At Christmas CTIE sang carols on the Green. Other joint services take place during the year, at Easter and Pentecost, at which the talks are given by representatives of the three churches.

Summary: 2018 was an exciting year as our existing worship continued to thrive alongside the new Messy Church initiative. Although, there are fewer children on Sundays at the moment, we have made some new links with baptisms and weddings. Significant challenges with the building were tackled successfully, namely the chancel ceiling repair and the south aisle roof (following the theft of lead in 2017). The parish share continues to be a challenge, but was paid in full thanks to a legacy left by Dennis Asbury. Looking ahead, Elmswell is a fast growing village and we look to God as we continue to serve him faithfully, praying we will bring him glory in all we do.

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 2018 Parish Share in full (£66,971) by mid-December 2018, the earliest for a number of years. This was a considerable achievement as the value was higher than ever before (2016 = £58,224, 2017 = £64,577) and continues to increase each year.

Gift Day, Voluntary Giving and Online Donations Page

In previous years (2016 and 2017) we held "gift days" in the following January and received a number of generous donations which allowed us to pay off the Parish Share for those years, however in 2018 no gift day was required as the Parish Share was paid off in mid-December.

2018 has seen a massive increase of nearly 37% in Voluntary Income (compared to 2017). This can be explained by the £10,000 legacy and number of grants received in 2018, compared to only one small legacy in 2017.

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. We have also received a number of donations, include two £800 anonymous donations, through the giving scheme Charities Aid Foundation (CAF).

Virgin Money and CAF can reclaim the Gift Aid directly from HMRC on St John's behalf. In 2017 (when the giving page was setup), we raised £299, however in 2018 this had increased to £4,421 (first full year).

Fabric Fund

The overall balance of the Fabric Fund continues to decline, due to a lack of donations and grants in 2018 again. 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 over £3,500.

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 therefore 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 2018 we received £13,500 of financial grants towards the repairs to the Chancel ceiling and South Aisle roofing repairs. We received £4,000 from Suffolk Historic Churches, £1,000 from Mid-Suffolk District Council, £7,000 from The Garfield Weston Foundation and £1,500 from Allchurches Trust.

Charitable Giving and Mission Work

Even though the challenge of making the parish share continues to increase, and we had significant repairs bills during the year, we still continue to increase our charitable giving each year! Typically, we raise money for charities via specific in-service collections or post-service fundraisers. Charities we have supported in 2018 include Tearfund (£520 total donations) and Royal British Legion for their poppy appeal (donation of over £700). We have also supported Christians Aid Foundation (for their Indonesia appeal), OMF (Overseas Missionary Fellowship), St Nicholas Hospice and Mercy Ships.

Message from Chris

Thank you! Thank you to everyone who has made donations to St John's (and our associated charities) in 2018. 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 the Parish Share has been calculated "more fairly" from 2019 onwards there has still been an increase of £894 to £67,865! Your support, as always, is much appreciated. Thanks!

Chris Hall, St John's Treasurer, February 2019.

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 2018

INCOME AND EXPENDITURE ACCOUNT FOR THE GENERAL PURPOSES FUND

<u>General Purposes Fund</u>	2018		2017	
<u>INCOME</u>	£	£	£	£
Voluntary income				
Planned giving (Gift Aid)	22,431		22,155	
Other planned giving (no Gift Aid)	3,920		4,305	
Collections	6,970		13,777	
Donations	4,639		2,406	
Income Tax recovered	8,598		10,486	
Virgin Money/CAF Donations	4,421		299	
Legacies	10,000		500	
Grants	13,500		0	
Restricted donations for parish projects	2,462		3,551	
Other Restricted donations	<u>1,608</u>		<u>0</u>	
		78,549		57,479
Activities for generating funds				
Church Room lettings	0		45	
Fund raising events	<u>5,870</u>		<u>5,175</u>	
		5,870		5,220
Income from church activities				
Fees		3,344		1,941
Income from investments				
Diocesan Trust Fund	925		910	
Martyrs Memorial & Church of England Trust Fund	<u>7,729</u>		<u>8,064</u>	
		8,654		8,974
Miscellaneous		60		0
TOTAL INCOME		96,477		73,614
 EXPENDITURE				
Fund raising costs		563		710
Church activities				
Charitable donations	1,798		1,660	
Deanery expenses	10		10	
Diocesan Parish Share	66,971		64,577	
Clergy expenses	2,252		2,018	
Church running expenses	2,533		2,044	
Church maintenance	1,022		325	
Cost of services	1,273		2,305	
Upkeep of churchyard	0		158	
Sunday School expenses	187		62	
Mission support costs	<u>47</u>		<u>88</u>	
		76,093		73,247
Administration		648		290
Parish projects				
Roofing Projects	<u>31,950</u>		<u>3,718</u>	
		31,950		3,718
TOTAL EXPENDITURE		109,254		77,965
 Surplus/deficit for the year		(12,777)		(4,351)

Cashflow reconciliation:

Less:

Gift aid Receivable (2016) 11,130

Add:

Capital Added 25,000

Outstanding Parish Share (2016) (14,000)

Balance at HSBC Bank account at 1 January 2018 21,905 4,126

Balance at HSBC Bank account at 31 December 2018 9,128 21,905

INCOME AND EXPENDITURE ACCOUNT FOR THE FABRIC FUND

Fabric Fund

	2018		2017	
	£	£	£	£
<u>RECEIPTS</u>				
Voluntary income				
Donations	0		0	
Friends of St John's	<u>2,000</u>		<u>2,000</u>	
		2,000		2,000
Income from investments				
CAF Bank interest		1		2
		2,001		2,002
<u>PAYMENTS</u>				
Church activities				
Insurance	2,603		2,695	
Repairs to Church Fabric	<u>660</u>		<u>576</u>	
		3,263		3,271
		3,263		3,271
Surplus/(Deficit) of Receipts over Payments		-1,262		-1,269
Balance at HSBC Bank & CAF Bank accounts at 1 January 2018		4,850		6,119
Balance at HSBC Bank account at 31 December 2018		3,588		4,850

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

Endowment Fund

	2018	2017
	£	£
INCOME		
Dividend Income	7,728	8,064
TOTAL INCOME	7,728	8,064
EXPENDITURE		
General Purposes Fund	7,728	8,064
TOTAL EXPENDITURE	7,728	8,064

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 2018 - £200,549	(2017 - £203,603)
Fixed Interest Securities	14,828.48 shares	Value at 31 December 2018 - £23,763	(2017 - £24,885)

INCOME AND EXPENDITURE ACCOUNT FOR THE DIOCESAN TRUST FUND

Endowment Fund

	2018	2017
	£	£
INCOME		
Dividend income	925	910
TOTAL INCOME	925	910
EXPENDITURE		
General Purposes Fund	925	910
TOTAL EXPENDITURE	925	910

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 2018 - £21,731	(2017 - £22,115)
Fixed Interest Securities	2,912.94 shares	Value at 31 December 2018 - £4,659	(2017 - £4,889)

INCOME AND EXPENDITURE ACCOUNT FOR ELMSWELL CHURCH LAND CHARITY

Registered Charity no. 255055

	2018	2017
	£	£
INCOME		
Elmswell Poor's Land Charity	0	180
Donation	0	0
Investment income:		
Charity Commissioners	158	155
TOTAL INCOME	158	335
EXPENDITURE		
Repairs to Church Fabric	100	2,414
Elmswell Poor's Land Charity	0	1
TOTAL EXPENDITURE	100	2,415
Surplus/(Deficit) for the year	58	(2,080)
Balance at HSBC Bank account at 1 January 2018	337	2,417
Balance at HSBC Bank account at 31 December 2018	395	337

The COIF Charities investments for the Charity are as follows:

Investment Fund	317 Income Units	Value at 31 December 2018 - £4,552	(2017 - £4,682)
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STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2018

DESIGNATION OF FUNDS	Unrestricted Funds		Restricted Funds	TOTAL £
	Designated	Undesignated		
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>			395	395
Fabric Fund			3,588	3,588
General Purposes Fund	7,364	1,388	376	9,128
TOTAL	7,364	1,388	4,359	13,111

MONETARY ASSETS		Cash	HSBC Bank	TOTAL £
Elmswell Church Land Charity <i>(Registered Charity no. 255055)</i>		0	395	395
Fabric Fund		0	3,588	3,588
General Purposes Fund		0	9,128	9,128
TOTAL		0	13,111	13,111

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

**Approved by St John's Parochial Church Council on 25 March 2019
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 2018.

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 2018 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.

