

Charity No. 1130319

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

PAROCHIAL CHURCH COUNCIL'S REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

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THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2017

Parochial Church Council – for a list of clergy and lay members serving the Parochial Church Council in the year, please see page 2

Principal office	All Saints Parish Office All Saints Church Hall Onslow Gardens Sanderstead Surrey CR2 9AB
Independent Examiner:	Tutu Taiwo ACCA Curtlee UK Ltd 80 Waltham Close Dartford Kent DA1 3LT
Bankers:	National Westminster Bank Plc 1 Croydon Road Caterham Surrey CR3 6PA The CBF Church of England Funds Senator House, 80 Queen Victoria Street London EC4V 4ET
All correspondence to	All Saints Parish Office All Saints Church Hall Onslow Gardens Sanderstead Surrey CR2 9AB

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2017

Parochial Church Council

Clergy:	Revd Canon Martin Greenfield, Team Rector Designate Revd Susan Atkinson-Jones Revd Grant Cohen Revd Jeremy Groombridge Rev Louise Ellis (until September 2017)-	
Readers' Representative:	Vacant	
Laity:	From 1/1/17 until 2017 Vestry/APCM	From 2017 Vestry/APCM, or subsequently elected
Diocesan Synod	Mrs Rosemary Kempzell (All Saints')	Mrs Rosemary Kempzell (All Saints')
All Saints'		
Churchwardens	Mrs Maria Linford Mrs Lynne Davison Mrs Indrani Balachandran (lay Chair)	Mrs Maria Linford Mrs Lynne Davison Mrs Indrani Balachandran (lay Chair)
Deanery Synod	Mr Bala Balachandran Mrs Janet Heath Mrs Veronica de Grasse-Grant	Mr Kevin Wright (Synod Treasurer) Mrs Veronica de Grasse-Grant
Elected Members	One vacancy Mr Piers Hubbard Mr Marc Smith Mrs Susan E Thomas Mr Michael Rowland	Two vacancies Mr Piers Hubbard Mr Marc Smith Mrs Susan E Thomas Mr Michael Rowland
St Antony's		
Churchwardens	Miss Gill Hanson Mrs Linda Etheridge	Mrs Linda Etheridge Mrs Barbara Webster-Dudley
Deanery Synod	Mr David Prothero Mr Grant Shapland	Mrs Linda Etheridge (also churchwarden) Mr Jeremy Dearden
Elected Members	Mr Jeremy Dearden Mrs Barbara Webster-Dudley	Two vacancies
St Edmund's		
Churchwardens	Miss Gill Pates Mr Chris Babbs (also PCC Secretary & Deanery Synod representative)	Miss Gill Pates Mr Chris Babbs (also PCC Secretary & Deanery Synod Representative)
Deanery Synod	Mr Chris Babbs (Synod & PCC Secretary) Mr Richard Wragg	Mr Chris Babbs (Synod & PCC Secretary) Mr Richard Wragg
Elected Members	Mr Peter Banks Mrs Julia Rider	Mr Peter Banks Mrs Julia Rider
St Mary's		
Churchwardens	Mrs Deborah Rastall Mrs Sylvia Keats	Mrs Deborah Rastall Mrs Sylvia Keats
Deanery Synod	Mr Neville Henderson (Lay Vice-Chair of PCC) 2 vacancies Mr Clive Christensen	Ms Kim Brown Mr Ben Laundon (until August 2017) One, then two vacancies Mr Clive Christensen
Elected Members	Mr Tim Crump One vacancy	Mr Tim Crump One vacancy

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

PAROCHIAL CHURCH COUNCIL'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

The Parochial Church Council present their annual report together with the audited financial statements of The Parochial Church Council of the Ecclesiastical Parish of Sanderstead (the charity) for the ended 31 December 2017. The Parochial Church Council confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of Accounting and Reporting: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and current Church Accounting Regulations and the Charities Act 2011.

Registered Charity Status

The Parochial Church Council of the Ecclesiastical Parish of Sanderstead is a charity, number 1130319, registered with the Charity Commission of England and Wales.

Structure, governance and management

Constitution

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

Appointment of Trustees

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.

Organisational Structure and Decision Making

The current Sanderstead Team Ministry came into being in December 2005. Its constitution is governed by a Pastoral Scheme issued by the Church Commissioners and a detailed scheme issued by the Bishop of Southwark. The latter document sets out the membership of the lay representation of the Parish on the Croydon South Deanery Synod (subject to changes in the rules for the allocation of representatives, subsequently adopted by the Diocesan Synod), of the PCC, and of the District Church Councils (DCCs) of the four churches. It further provides for the delegation to the DCCs of all matters relating to the daily working and finances of the churches, subject to the reservation of certain matters which cannot be legally devolved.

The rules for the proceedings of the PCC are set out in the Church Representation Rules; the above scheme provides that the same rules apply, as far as may be, to the DCCs.

Because its role is essentially strategic and co-ordinating, rather than day-to-day management, the only permanently constituted committee of the PCC is the Standing Committee, which meets as necessary to conduct urgent business between full meetings. Temporary groups are appointed from time to time to carry out specific pieces of work.

On 23/11/16 Fr Grant Cohen, Team Vicar of St Mary's, was also licensed as Priest in Charge of St James's, Riddlesdown, the intention being eventually to create a united benefice of St Mary's and St James's. St James's was given the option of joining the Sanderstead Team but declined. Accordingly, in February 2017 St Mary's informed the PCC

that, after prayerful consideration, they had decided to leave the Team (it not being possible for a united benefice to comprise one church within a Team and one outside it). This was accepted by the PCC and the other three churches, with all good wishes to St Mary's for the future. The formal process through the Diocese of Southwark and the Church Commissioners is under way and it is expected that St Mary's will leave the Team at some point in 2018. The PCC is concerned that this formal process is completed as soon as possible, so as to avoid unnecessary administrative complications if this is not done before the 2018 APCM.

Since the churches operate essentially independently in terms of finance, and their accounts are only consolidated for the purposes of this report, the PCC does not consider that this will have any material effect on the viability of the on-going Parish of Sanderstead. The costs of the Parish Office are shared on the basis of usage, but St Mary's make very little use of its facilities so its contribution was only 3% in 2017. A very small number of other costs, principally the fee for independent examination of accounts, are apportioned according to assessed income but, again, the effect on the on-going parish will be minimal. Such changes as will be necessary are being progressed.

The anticipated departure of St Mary's has been taken as an opportunity by the remaining three churches to consider how best we should carry out our Mission in Sanderstead. As part of this activity, the parish is hosting a mission project team from St Augustine's Theological College, which is due to report in early 2018.

Risk management

The PCC categorises risk as follows:

Financial risk is the most common category of risk and it is possible to measure many non-financial risks in terms of financial impact. Financial risks can be managed through budgets and internal financial procedures as well as through strategic business and development plans and management accounts.

Reputational risk can have an impact on parishes if, for example, unwelcome publicity hinders the mission of the Church.

Statutory and legal requirements such as health and safety, employment law, Charities Act, child protection and associated difficulties, which could lead to high compensation payments arising from equal opportunities or health and safety claims.

Operational risk relates to threats to the Church's ability to deliver its objectives owing, for example, to damage to a church building.

Management of risk is delegated to the DCC of each of the churches in the parish, which undertake risk assessment on a low, medium or high likelihood of an event occurring and the high, medium or low impact. Contingency plans, controls or preventative measures are put in place by each DCC.

Bribery Act 2010

This Act came into effect 1st July 2011.

The Ministry of Justice "Quick Start Guide" is clear that because the churches' affairs are entirely UK based with very little risk of bribery being committed, then we may feel no need for any procedures to prevent bribery.

We believe that our present procedures of requiring three quotes for major works, with the decision on which quote to accept taken by the Standing Committee and/or the PCC, and of using Southwark recommended firms for major projects, mean that we have sufficient procedures in place. We have agreed that the DCC/local Standing Committee may accept quotes below £10,000. Any quotation above £10,000 is approved by the PCC.

Objectives and activities

The Parish of Sanderstead PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for each of the churches within the parish – responsibilities that are delegated to the District Church Council (DCC) of each of the four churches within the Parish, which are currently All Saints, St. Antony's, St. Edmunds, and St. Mary's.

The PCC has ultimate responsibility for a wide range of matters affecting the Parish, including such matters as compliance with health and safety, disability discrimination legislation and child protection. Appropriate training procedures have been adopted, including training courses arranged by the diocese or deanery which are attended by PCC representatives who report back to the PCC as a body, and the dissemination of reading matter. Almost all of these responsibilities are delegated to the District Church Council of each of the churches in the parish. Each DCC has a similar approach to training as the PCC.

The PCC and each DCC is committed to enabling as many people as possible to worship at our churches and to become part of the parish community at any of the churches in the Parish of Sanderstead. Each DCC maintains an overview of worship at its church within the Parish and makes suggestions on how services can involve the many groups that live within the Parish. In each of the four churches our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the Rector and the PCC as well as each incumbent and DCC of the four churches in the Parish have considered the Commission's guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of each of the four churches and two separate church halls.

Achievements and Performance

The PCC and each DCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example St. Mary's uses its redesigned entrance lobby to provide a quiet, intimate and reflective environment for personal and small group prayer and worship throughout the day and early evening.

The churches offer a range of services on Sundays. These include traditional ('classic') Common Worship services and also 'contemporary' Parish Praise, Sanderstead Light, Celtic Worship and a reflective monthly 'Fresh Encounters' in the evening. There is a choral evensong once a month. The aim is to provide both for those who have been Christian worshippers for many years, and also for those who are newer and not so used to Anglican tradition.

All are welcome to attend our regular services. At the 2017 Annual Parochial Church Meeting there were 402 parishioners on the combined Church Electoral rolls (2016: 396).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in

this world and to commend it to God's keeping. We have celebrated 18 baptisms & eight weddings and held 47 funerals this year.

Deanery Synod.

In the year under review up to five clergy and up to nine lay members of the PCC (plus one member of Diocesan Synod *ex officio*) sat on Croydon South Deanery Synod. (Elected lay members should be 12 but there were four vacancies at the year-end, following a resignation.) Synod provides the PCC and each DCC with an important link between the parish and the wider structures of the church. Mrs Indrani Balachandran of All Saints' serves as Lay Chair of Synod, Mr Kevin Wright of All Saints' as Treasurer, and Mr Chris Babbs of St Edmund's as Secretary.

Pastoral Care and Community Action

The St Edmund's Caring Group provides a wide range of services for disabled & vulnerable people.

Sunday Lunch is continuing at All Saints' Church Hall on the first Sunday of each month. It is run by a team of volunteer cooks and volunteer helper/drivers. In 2017 we had an average of 20-25 guests. We are always pleased to welcome new members from any church or none. Booking for the lunch is through Sanderstead Neighbourhood Care. The guests attend not just for the excellent hot lunch but also for the chance to meet and socialise. It is a valuable outreach to the elderly in our community.

St Antony's celebrated its 60th anniversary in 2017, including a Community Day on 2nd July.

Some 50 local residents enjoyed *Sanderstead Staycation* on 29th-31st August.

All Saints' also ran a successful Christmas Lunch in 2017. St Mary's once again ran a highly successful Christmas Tree Festival on 9/12/17.

A variety of activities for children & young people is offered. All Saints' provides *Jigsaw* for children on Sunday mornings. St Mary's also offers a Sunday School and Family Room. All Saints' runs *Family Fun* once a month for small children and their parents. St Antony's offers activities for children around some of the Great Festivals of the church. In 2017 three Scout groups, two Rainbow/Brownie groups & one Guide group were affiliated to Churches in the parish. The development of work with children and families is a key priority for the Team and is seen as increasingly important..

During the week All Saints Hall is used by two church organised mothers and toddlers group, whilst St Edmund's facilitates meetings of a similar group (currently independent but it has been agreed that the church will take over its management).

At St Mary's the *Seven Whole Days* project has proved its worth. The Jubilee Room now hosts a wide range of church activities & meetings of other groups.

Whilst these activities tend to be led by one of the churches, it is noteworthy that they also tend to be resourced by people from across the Team.

All of the Churches offer informal opportunities for people to meet, through meetings over coffee, house groups and a variety of social activities. There is a very active Mothers' Union branch and a Women's Social Group at St Antony's. St Mary's hosts a *CAMEO* (Come And Meet Each Other) Group. All Saints' runs *Coffee Pot*, an opportunity for coffee and conversation on Fridays.

There is a strong network of house groups. The churches run study groups, during Lent and at other times of the year. Like all pastoral and outreach activities, these groups are available to all and any who care to participate. Of particular note was *Sanderstead Bible Week* in August.

St. Mary's also holds a 10am Thursday morning Eucharistic service followed by coffee and biscuits. St Antony's holds "T4U" on two Mondays a month, one of them preceded by Holy Communion. Clergy prayers are held at All Saints' every Wednesday.

Some members of our parish are unable to attend church due to sickness or age. Clergy & lay people of the four churches visit all church members who request it, either at their homes or in hospital, celebrating or administering Communion where appropriate.

Mission and Evangelism.

Helping those in need is a demonstration of our faith. During the year the parish made charitable donations of £17,353 of which £7,030 was to missionary societies abroad, £180 to relief and development agencies abroad, and £10,143 to local and church charities. The churches also make a substantial effort in collecting for Christian Aid.

St Mary's and St Antony's (the latter in association with Hamsey Green Co-operative Store) support the Foodbank run by Purley United Reform Church, & St Mary's has continued to support the Cold Weather Floating Shelter.

Work has continued on developing communications, both internal and external, with a particular emphasis on the website, Facebook and electronic media generally. Paper communications also have a clear role to play. All Saints' *Newsletter* was changed to a *Team Newsletter* during the year. St Mary's, with St James's, Riddlesdown has launched a new magazine, *Engage*.

Green Issues

Caring for God's creation has been identified as one of the Five Marks of Mission of the Church and has been picked up as a key issue by the churches. All Saints' has a long-standing *Green Team* and has achieved a bronze award under the national *Eco Church* initiative. The *Eco Church* assessment and other "green" initiatives are being pursued in the other churches.

Finance Report

Income for 2017 amounted to £495,619 (2016 £460,557) with expenditure of £518,691 (2016 £562,400) with a net expenditure balance of £23,072 (2016 net expenditure £101,843). The churches are grateful for the increase in donations and grants, and for the increase in charitable activities income. The reduction of expenditure is partly due to architect fees being less than in the previous year and lower expenditure in respect of church maintenance. The Herbert legacy has enabled All Saints to continue their restoration work and carry a balance of £307,812 into 2018.

Trustees' Report

The full PCC held four full meetings in 2017 with an average attendance level of 61.3% – one before the 2017 APCM and three after. The first meeting of 2018 will be the one at which this report is to be adopted. The Standing Committee did not need to meet formally in 2017, but had “virtual” meetings by e-mail in January 2017, to carry out the 1/1/17 pay review and to agree locally set funeral and marriage fees for 2017, both under standard arrangements, and in March 2017 for the formal adoption of the 2016 accounts. There have been two “virtual” electronic meetings in January 2018, again on the 1/1/18 pay review and locally set marriage and funeral fees for 2018.

The measures introduced in 2011 to ensure that PCC, as the only legally constituted body in the parish, provided adequate oversight for key issues, particularly to avoid any personal liability for DCC members, worked satisfactorily. We believe they provide the right balance between meeting legal requirements & allowing the maximum church autonomy, which is so much part of our Team ethos.

Our inability to find a replacement for Mr Clive Christensen as PCC Treasurer, despite many appeals for a volunteer, remains a source of concern. Efforts to find someone to fulfil the role on a paid basis were unsuccessful. The PCC is very grateful to Mr Christensen for keeping essential functions, including payroll, going even after he formally stood down as Treasurer after the 2016 APCM.

Having expressed a great deal of concern about the progress of the diocesan project to provide a new Rectory, PCC was pleased to note that the new Rectory was available for occupation at the end of August, just before Canon Martin Greenfield began a three month sabbatical from the beginning of September. Some progress was made with rectifying problems in the Team Vicars' houses, but PCC continues to keep these issues under review.

Whilst Safeguarding of children and potentially vulnerable adults is a DCC responsibility, the subject is so important that PCC plays an important oversight role and endorses parish-wide policies on these issues on an annual basis.

As the formal employer of all lay workers within the parish, PCC has a key role in ensuring that DCCs, to which management of almost all employees is devolved, operate within a framework which ensures equitable treatment of them all.

An emerging issue is ensuring compliance with the General Data Protection Regulations which come into force in May 2018.

The PCC provided general oversight and formal authorisations for a variety of significant building and property projects. A major project to renew roofing and stonework at All Saints' was completed. Discussions continued on the difficult and complex issue of internal re-ordering in an historic listed building, latterly focusing on the provision of electronic display screens. The planning stages of the very substantial project at St Mary's to replace the hall, funded by a developer who will use some of the available land for housing, continue.

The PCC also carries out a number of administrative tasks on a regular or ad hoc basis.

Approved by the PCC on 21st March 2018 and signed on their behalf by Revd Canon Martin Greenfield (PCC Chair)

Independent Examiner's Report to the Trustees/Members of The Parish of Sanderstead
(Sanderstead Team Ministry)
Registered Charity No. 1130319
for the year ended 31st December 2017

I report on the accounts of the Trust for the year ended 31st December 2017 which are set out on the following pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Adetutu Taiwo ACCA
Curtlee UK Ltd
8 Waltham Close
Dartford
Kent
DA1 3LT

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	Unrestricted funds 2017 £	Restricted funds 2017 £	Endowment funds 2017 £	Total funds 2017 £	Total funds 2016 £
Incoming & endowments	2					
Donations & legacies	2.1	251,547	13,466	-	265,013	242,305
Charitable activities	2.2	189,595	11,816	-	201,411	185,451
Other trading activities	2.3	2,773	-	-	2,773	3,812
Investments	2.4	18,637	1,278	-	19,915	25,114
Other income	2.5	6,507	-	-	6,507	3,875
Total income & endowments		469,059	26,560	-	495,619	460,557
Expenditure	3					
Fundraising costs	3.1	5,378	-	-	5,378	3,548
Charitable activities	3.2	492,787	20,526	-	513,313	558,852
Total expenditure		498,165	20,526	-	518,691	562,400
Net (expenditure)/income before investment gains		(29,106)	6,034	-	(23,072)	(101,843)
Transfers between funds		(230)	230	-	-	-
Net gains and /(losses) on investments	9	6,567	2,214	1,515	10,296	(15,062)
Net (expenditure)/income net movement of funds		(22,769)	8,478	1,515	(12,776)	(116,905)
Reconciliation of funds						
Total funds brought forward		1,333,891	81,675	17,316	1,432,882	1,549,787
Total funds carried forward		1,311,122	90,153	18,831	1,420,106	1,432,882

All activities are regarded as continuing.

The above statement includes all recognised gains and losses during the year.

The notes to the accounts form part of the financial statements

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

BALANCE SHEET AS AT 31 DECEMBER 2017

	Note	£	2017 £	£	2016 £
Fixed assets					
Tangible assets	7		838,852		838,852
Investments	9		432,276		271,980
			<u>1,271,128</u>		<u>1,110,832</u>
Current assets					
Debtors	10	13,911		25,850	
Cash at bank and in hand		<u>163,834</u>		<u>253,141</u>	
		177,745		278,991	
Creditors					
Amounts falling due within one year	11	<u>(21,767)</u>		<u>(21,468)</u>	
Net current assets			<u>155,978</u>		<u>257,523</u>
Total assets less current liabilities			<u>1,427,106</u>		<u>1,368,355</u>
Creditors					
Amounts falling due after more than one year	12		<u>(7,000)</u>		<u>(13,137)</u>
Net assets			<u><u>1,420,106</u></u>		<u><u>1,355,218</u></u>
Charity Funds					
Endowment funds	13		18,831		17,316
Restricted funds			90,153		81,675
Unrestricted funds			<u>1,311,122</u>		<u>1,333,891</u>
Total funds			<u><u>1,420,106</u></u>		<u><u>1,432,882</u></u>

The financial statements were approved by the Standing Committee on behalf of the Sanderstead Parochial Church Council 21st March 2018 and signed on their behalf by:

Revd Canon Martin Greenfield, PCC Chair

Chris Babbs, Secretary, Sanderstead PCC

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

1 Accounting Policies

1.1 Basis of preparation of financial statements

These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value in accordance with:

(a) The Charities Act 2011

(b) The Companies Act 2006

(c) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS102

(d) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102) (effective January 2015)

(e) Church Accounting Regulations 2006

Change in basis of accounting

The accounts present a true and fair view and no changes in the basis of accounting have been made during the year.

Changes to previous accounts

There have been no changes to the previous accounts.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Parochial Church Council in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Parochial Church Council for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.3 Income

All incoming resources are included in the Statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

1 Accounting Policies (continued)

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

All expenditure, including support costs and governance, are accounted for on an accruals basis and are allocated to the applicable expenditure headings.

1.5 Tangible fixed assets and depreciation

Consecrated Land and buildings and moveable church furnishing

Consecrated and beneficed property is excluded from the financial statements by Section 10(2) of the Charities Act 2011.

Other land and buildings

The gross book value of other land and buildings held on behalf of the PCC for its own purpose is based on the insurance value at 31st December 1996. The residual value of the property is considered to be equivalent to the value shown and therefore there is no depreciation charge against such properties. Any expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment

Expenditure on the purchase of these items is written off as incurred.

1.6 Investments

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

1.7 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

1.8 Debtors

Debtors (including trade and other debtors) are recognised at the settlement amount after any trade discounts. Prepayments are valued at the amount repaid net of any trade discount due.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

1.10 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the outflow of funds to a third party and the amount due to settle the obligation can be reliably measured.

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

2 Income & endowments	Unrestricted funds 2017 £	Restricted funds 2017 £	Endowment funds 2017 £	Total funds 2017 £	Total funds 2016 £
2.1 Donations and legacies					
Identifiable giving	166,080	-	-	166,080	174,650
Income tax recoverable	41,654	266	-	41,920	37,594
Collections (open plate)	6,401	-	-	6,401	4,626
Sundry donations	9,174	-	-	9,174	7,548
Grants	22,068	15	-	22,083	13,580
Donations, appeals etc.	6,170	12,185	-	18,355	2,307
Legacies	-	1,000	-	1,000	2,000
Total donations & legacies	251,547	13,466	-	265,013	242,305
2.2 Charitable activities					
Bookstall	508	-	-	508	650
Property and hall lettings etc.	167,896	-	-	167,896	160,573
Parish fees	21,191	11,816	-	33,007	24,228
Total charitable activities	189,595	11,816	-	201,411	185,451
2.3 Other trading activities					
Fetes & other events	2,773	-	-	2,773	3,812
Total other trading activities	2,773	-	-	2,773	3,812
2.4 Investments					
Dividends & interest	18,637	1,278	-	19,915	25,114
Total investments	18,637	1,278	-	19,915	25,114
2.5 Other income					
Lunch Club	-	-	-	-	712
Sundry	1,378	-	-	1,378	1,404
Other income	5,129	-	-	5,129	1,759
Total other income	6,507	-	-	6,507	3,875
Total income & endowments	469,059	26,560	-	495,619	460,557

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

3 Expenditure	Unrestricted funds 2017 £	Restricted funds 2017 £	Endowment funds 2017 £	Total funds 2017 £	Total funds 2016 £
3.1 Fundraising costs					
Stewardship campaign	6	-	-	6	175
Fundraising events	5,372	-	-	5,372	3,373
Total fundraising costs	<u>5,378</u>	<u>-</u>	<u>-</u>	<u>5,378</u>	<u>3,548</u>
3.2 Charitable activities					
Local and other church charities	10,143	-	-	10,143	4,039
Relief and development agencies	180	-	-	180	4,987
Missionary societies	7,030	-	-	7,030	8,061
Total grants	<u>17,353</u>	<u>-</u>	<u>-</u>	<u>17,353</u>	<u>17,087</u>
Diocesan quota	169,438	-	-	169,438	167,164
Clergy expenses	11,656	-	-	11,656	12,174
Youth worker, laity training	388	-	-	388	340
Church running expenses	39,318	202	-	39,520	37,616
Church maintenance	81,855	5,000	-	86,855	133,249
Organists, choir and music costs	17,174	-	-	17,174	17,367
Expenditure on bookstall	1,255	-	-	1,255	755
Upkeep of churchyards	-	12,703	-	12,703	21,666
Church halls running expenses	80,788	-	-	80,788	61,535
Other property maintenance	5,822	-	-	5,822	3,493
Sundries	27,544	352	-	27,896	20,526
Caring group	-	1,669	-	1,669	1,538
Kids Zone costs/Junior church	30	-	-	30	-
Clergy training	30	-	-	30	84
Support costs	40,136	600	-	40,736	64,258
Total charitable activities	<u>492,787</u>	<u>20,526</u>	<u>-</u>	<u>513,313</u>	<u>558,852</u>
Support costs					
Parish office staff costs	13,702	-	-	13,702	17,112
Contributions from St Antony's, St Edmund's and St Mary's	(5,098)	-	-	(5,098)	(3,948)
Stationery and photocopying	12,740	600	-	13,340	13,950
Telephone and postage	2,781	-	-	2,781	4,219
Architect fees	13,212	-	-	13,212	28,284
Auditor's remuneration	2,799	-	-	2,799	4,641
Total support costs	<u>40,136</u>	<u>600</u>	<u>-</u>	<u>40,736</u>	<u>64,258</u>
Total expenditure	<u>498,165</u>	<u>20,526</u>	<u>-</u>	<u>518,691</u>	<u>562,400</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

4 Analysis of resources expended by activities

	Activities undertaken directly 2017 £	Grant funding of activities 2017 £	Support costs 2017 £	Total 2017 £	Total 2016 £
Direct and support costs	460,602		40,736	501,338	545,313
Local and other church charities	-	10,143	-	10,143	4,039
Missionary and charitable giving:					
Church overseas:					
- relief and development agencies	-	180	-	180	4,987
- missionary societies	-	7,030	-	7,030	8,061
Total expenditure	460,602	17,353	40,736	518,691	562,400

5 Net incoming resources / (resources expended)

During the year, no Parochial Church Council member received any remuneration or reimbursed expenses (2016 - £Nil).

6 Staff costs

The average monthly number of employees during the year was as follows:

	2017 No.	2016 No.
PCC managed employees	1	1
DCC managed employees	8	7
	<u>9</u>	<u>8</u>

No employee received remuneration amounting to more than £60,000 in either year.

	2017 £	2016 £
Wages and salaries	43,753	53,775
NIC	965	1,157
Pension costs	8	-
	<u>44,726</u>	<u>54,932</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

7 Tangible fixed assets

	Freehold properties £
Cost	
At 31 December 2016	<u>838,852</u>
Depreciation	
At 31 December 2017	<u>-</u>
Net book value	
At 31 December 2017	<u>838,852</u>
<i>At 31 December 2016</i>	<u>838,852</u>

8 Tangible fixed assets (continued)

The freehold properties held are the two Parish Halls, Flats 2a and 2b Onslow Gardens and the Curate's House, 285 Limpsfield Road.

9 Fixed asset investments

	Listed securities £
Market value	
At 1 January 2017	271,980
Additions	150,000
Disposals	-
Revaluations	10,296
At 31 December 2017	<u>432,276</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	2017 £	2016 £
9 Fixed asset investments (continued)		
<i>All Saints</i>		
<i>Sylvester Trust (Endowment Fund)</i>		
£8,250 CBF Investment Fund	15,906	14,625
<i>Muriel Landreth Trust (Endowment Fund)</i>		
£1,535 CBF Investment Fund	2,903	2,669
<i>Graveyard Trust (Restricted Fund)</i>		
£16,280 CBF Investment Fund	29,488	27,114
£5,006 7.75% Treasury Stock 2021	4,802	4,954
£1,690 4.25% Treasury Stock	2,287	2,295
<i>Ann Herbert Legacy (Designated Fund)</i>		
£442,498 CBF Investment Fund	376,690	220,123
£200 CBF Investment Fund (General Fund)	200	200
Total Investments	<u>432,276</u>	<u>271,980</u>
10 Debtors		
Other debtors	5,897	11,233
Tax recoverable	8,014	14,617
	<u>13,911</u>	<u>25,850</u>
11 Creditors:		
Amounts falling due within one year		
Other loans	3,333	3,522
Trade creditors	653	3,813
Social security and other taxes	-	455
Special collections not yet paid out	195	195
Charitable giving	5,000	5,000
Other creditors and provisions	12,586	8,483
	<u>21,767</u>	<u>21,468</u>
12 Creditors:		
Amounts falling due after more than one year		
Loans	7,000	13,137
	<u>7,000</u>	<u>13,137</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

13 Statement of funds

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Designated funds						
All Saints						
Building Fund						
Property	857,522	-	-	-	-	857,522
Emerging Projects	52,363	-	(2,495)	-	-	49,868
Legacies fund	346,947	34,240	(79,942)	-	6,567	307,812
St Edmunds						
House fund	2,742	19	(3,966)	9,500	-	8,295
St Antony's						
STAR fund	-	-	-	2,255	-	2,255
St Mary's						
Christmas Tree fund	1,352	2,068	(1,573)	-	-	1,847
Charity Fund	850	-	-	-	-	850
	<u>1,261,776</u>	<u>36,327</u>	<u>(87,976)</u>	<u>11,755</u>	<u>6,567</u>	<u>1,228,449</u>
General funds						
All Saints	15,284	231,683	(213,475)	-	-	33,492
St Antonys	6,899	22,699	(27,529)	(2,255)	-	(186)
St Edmunds	27,937	48,629	(39,171)	(9,500)	-	27,895
St Mary's	21,995	129,721	(130,014)	(230)	-	21,472
	<u>72,115</u>	<u>432,732</u>	<u>(410,189)</u>	<u>(11,985)</u>	<u>-</u>	<u>82,673</u>
Total unrestricted funds	<u>1,333,891</u>	<u>469,059</u>	<u>(498,165)</u>	<u>(230)</u>	<u>6,567</u>	<u>1,311,122</u>
Endowment funds						
All Saints						
The Sylvester Trust	14,624	-	-	-	1,281	15,905
The Muriel						
Landreth Trust	2,692	-	-	-	234	2,926
Total endowment funds	<u>17,316</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,515</u>	<u>18,831</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

13 Statement of funds (continued)

	Brought Forward	Incoming Resources	Resources Expended	Transfers in/(out)	Gains/ (Losses)	Carried Forward
	£	£	£	£	£	£
Restricted funds						
All Saints						
The Graveyard Trust	49,991	13,059	(12,737)	-	2,214	52,527
Roof Fund	-	-	-	-	-	-
Agency	(484)	-	-	-	-	(484)
St Antony's						
STAR Fund	1,617	-	-	-	-	1,617
The Vicar's and Churchwardens' Fund	102	-	-	-	-	102
St Mary's						
The Oclee Bequest	803	3	-	-	-	806
The Stupples						
Bequest	1,949	-	(100)	-	-	1,849
The Organ Fund	336	12,219	(5,249)	-	-	7,306
Seven Whole Days	3,817	-	-	-	-	3,817
The Mission Fund	2,699	-	-	-	-	2,699
The Rewiring Fund	1,974	-	(202)	-	-	1,772
Youth Work Fund	1,111	-	-	-	-	1,111
Hall refurbishment	1,150	-	-	-	-	1,150
Missions	(95)	-	-	-	-	(95)
Chalice Fund	100	100	-	-	-	200
Nave Fund	-	-	-	230	-	230
St Edmunds						
Caring Group Fund	14,862	1,172	(2,029)	-	-	14,005
The Development Fund	1,743	7	(209)	-	-	1,541
Total restricted fund	81,675	26,560	(20,526)	230	2,214	90,153
Total all funds	1,432,882	495,619	(518,691)	-	10,296	1,420,106

The Restricted Funds comprise:-

All Saints:

- a) The Graveyard Trust, which is funds raised for the maintenance of the graveyards.
- b) The Roof Fund has been created for repairs of the church roof.
- c) South Porch Appeal

St. Edmund's:

- a) Caring Group Fund, which is funds from donations, legacies and a Council grant to be used for the care of the sick and elderly.
- b) The Development Fund, these funds are to be used to develop and increase the church membership.

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

13 Statement of funds (continued)

St. Antony's:

- a) The Building Fund is funds transferred from the Hall Fund restricted for the repair of the church building.
- b) The Roof Fund is funds transferred from the Hall Fund restricted for the repairs of the church roof.
- c) The Vicar's and Churchwarden's Fund is funds donated for use at the discretion of the Churchwardens.

St Mary's:

- a) The Oclee Bequest is restricted to capital expenditure on St Mary's Church buildings and grounds.
- b) The Stupples Bequest is for use at the sole discretion of the St Mary's incumbents.
- c) The Organ Fund is restricted to repairs to St Mary's organ.
- d) The Mission Fund is restricted to expenses for St Mary's mission initiatives.
- e) The Rewiring Fund is restricted to replacement/repairs to St Mary's Church electrics.
- f) Hall refurbishment Fund
- g) Christmas tree Fund
- h) Chalice Fund
- i) Charities Fund
- j) Nave Fund

The Endowment Funds comprise:-

All Saints:

- a) The Sylvester Trust, which is a permanent endowment the income from which may be used for the church's general purposes.
- b) The Muriel Landreth Trust, which is a permanent endowment which requires income to be spent on choir and music related costs.

Summary of funds

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Designated funds	1,261,776	36,327	(87,976)	11,755	6,567	1,228,449
General funds	72,115	432,732	(410,189)	(11,985)	-	82,673
	1,333,891	469,059	(498,165)	(230)	6,567	1,311,122
Endowment funds	17,316	-	-	-	1,515	18,831
Restricted funds	81,675	26,560	(20,526)	230	2,214	90,153
	1,432,882	495,619	(518,691)	-	10,296	1,420,106

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

14 Analysis of net assets between funds

	Unrestricted funds 2017 £	Restricted funds 2017 £	Endowment funds 2017 £	Total funds 2017 £	Total funds 2016 £
Tangible fixed assets	838,852	-	-	838,852	838,852
Fixed asset investments	-	36,578	18,808	55,386	271,980
Current assets	497,564	57,392	23	554,979	356,655
Creditors due within one year	(25,294)	(3,817)	-	(29,111)	(21,468)
Creditors due in more than one year	-	-	-	-	(13,137)
	<u>1,311,122</u>	<u>90,153</u>	<u>18,831</u>	<u>1,420,106</u>	<u>1,432,882</u>