

Charity No. 1130319

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

PAROCHIAL CHURCH COUNCIL'S REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1 - 4
Parochial Church Council's report	5 - 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 - 25

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2018

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 2018

Parochial Church Council

Clergy:	Revd Canon Martin Greenfield, Team Rector Designate Revd Susan Atkinson-Jones Revd Grant Cohen (until April 2018) Revd Jeremy Groombridge	
Readers' Representative:	Vacant	
Laity:	From 1st January 2018 until 2018 Vestry/APCM	From 2018 Vestry/APCM, or subsequently elected
Diocesan Synod	Mrs Rosemary Kempsell (All Saints')	Mrs Rosemary Kempsell (All Saints')
All Saints' Churchwardens	Mrs Maria Linford Mrs Lynne Davison	Mrs Lynne Davison Mr Kevin Wright (also Synod Treasurer)
Deanery Synod	Mrs Indrani Balachandran (Lay Chair) Mr Kevin Wright (Synod Treasurer) Mrs Veronica de Grasse-Grant Two vacancies	Mrs Indrani Balachandran (Lay Chair) Mr Kevin Wright (Synod Treasurer) Mrs Veronica de Grasse-Grant Mr Mike Fixter (from May 2018) One vacancy
Elected Members	Mr Piers Hubbard Mr Marc Smith Mrs Susan E Thomas Mr Michael Rowland	Mr Piers Hubbard Mr Marc Smith Mrs Susan E Thomas Mr Michael Rowland (until December 2018)
St Antony's Churchwardens	Mrs Linda Etheridge Mrs Barbara Webster-Dudley	Mrs Linda Etheridge Mrs Barbara Webster-Dudley
Deanery Synod	Mrs Linda Etheridge (also churchwarden) Mr Jeremy Dearden	Mrs Linda Etheridge (also churchwarden) Mr Jeremy Dearden
Elected Members	Two vacancies	Two vacancies
St Edmund's Churchwardens	Miss Gill Pates Mr Chris Babbs (also PCC & Deanery Synod Secretary)	Miss Gill Pates Mr Chris Babbs (also PCC & Deanery Synod Secretary)
Deanery Synod	Mr Chris Babbs (Synod & PCC Secretary) Mr Richard Wragg	Mr Chris Babbs (Synod & PCC Secretary) Mr Richard Wragg
Elected Members	Mrs Julia Rider One Vacancy	Two vacancies
St Mary's Churchwardens	Mrs Deborah Rastall Mrs Sylvia Keats	St Mary's left the Parish of Sanderstead
Deanery Synod	Ms Kim Brown Two vacancies	In consequence of a Scheme issued by the Church Commissioners dated 5/4/18
Elected Members	Mr Clive Christensen Mr Tim Crump One vacancy	

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

PAROCHIAL CHURCH COUNCIL'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

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 year ended 31 December 2018. 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, or detailed items devolved from PCC, between full meetings.

It was noted in the 2017 report that St Mary's, Sanderstead, had decided to leave the Sanderstead Team and become an independent parish, following the appointment of Rev Grant Cohen to be also the Priest-in-Charge of St James's, Riddlesdown. To facilitate this, on 31st December 2017 St Mary's departed from the Sanderstead Team in respect of their contribution to the administration and financial activities of the charity. The change was finally effected by a Scheme issued by the Church Commissioners, dated 5th April 2018

and coming into effect shortly after. Subsequently, a directive was obtained from the Charity Commission as to how they required the timing of St Mary's departure to be recorded in the 2018 Sanderstead Team financial statements. In accordance with that directive, the financial statements contain the consolidation for the 2018 financial year for the three remaining churches and also 1st January-5th April 2018 for St Mary's.

Since the churches always operated largely independently in financial terms, and this applied particularly to St Mary's which made a very small contribution to common costs because they tended to fund those activities independently, the PCC does not consider that the departure of St Mary's will have a material effect on the viability of the continuing charity.

Since St Mary's, as an independent parish and registered charity, will be publishing its own report for 2018, the text of this report concentrates on the activities of the on-going parish. St Mary's members of PCC are, however, recorded as trustees of the charity until the date of departure.

Following the departure of St Mary's, the Bishop of Croydon, Rt Rev Jonathan Clark, commissioned a review of the Parish of Sanderstead by senior clergy from outside the Diocese of Southwark. The report was delivered in late 2018. The outcome of the Bishop of Croydon's consideration of its recommendations is not known at the time of writing.

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.

In the light of experience PCC has reviewed its policy on the acceptance of financial and contractual commitments, and issued appropriate guidance. DCCs have been required to carry out a similar exercise, at an appropriate time when the results of the Sanderstead Review are known.

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 (now) three churches within the Parish, which are currently All Saints, St. Antony's and St. Edmunds.

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 the protection of children and potentially vulnerable adults. 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 three 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 three 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 three churches and of the separate church halls at All Saints'.

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.

The churches offer a range of services on Sundays. These include traditional ('classic') Common Worship services and also 'contemporary' Parish Praise, Sanderstead Light, and a reflective monthly 'Fresh Encounters' in the evening. A variety of regular prayer and home groups meet throughout the year. A number of courses are also run, by the churches or as part of Churches Together in Sanderstead, mainly during Lent and Advent, supplemented in 2018 by All Saints' Bible Week 13-17th August. Like all pastoral and outreach activities, these groups are available to all and any who care to participate.

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. To this end, All Saints' DCC carried out a fundamental review of its worship provision during 2018, with a trial period to be implemented in 2019. Following considerable debate with the diocesan

authorities, the first stages of a re-ordering of the church to support modern worship have been carried out. This is an on-going process.

St Antony's holds "T4U" on two Mondays a month, one of them preceded by Holy Communion. A new service of Holy Communion is being held on the first Thursday of every month at All Saints'. It was originally provided as opportunity for Church employees to worship together, anyone else is more than welcome to attend. Clergy prayers are held at All Saints' every Wednesday.

All are welcome to attend our regular services. At the 2018 Annual Parochial Church Meeting there were 268 parishioners on the combined Church Electoral rolls (2017: 278 – on a three church basis to allow fair comparison).

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 11 baptisms & four weddings, and held two services of prayer & dedication following civil weddings & 22 funerals this year.

The 100th anniversary of the end of the First World War was commemorated in a variety of ways, including the first ever Riddlesdown Community Remembrance Service at St Edmund's. All Saints' displayed six "silhouettes" to illustrate those who are "gone but not forgotten". *ADVENTure* displays were again presented throughout Advent at locations throughout the parish.

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

A major development in finding new ways of Outreach was the live streaming of services at St Edmund's from November 2018, the first example in the diocese of Southwark of this being done on a regular basis.

Pastoral Care and Community Action

The churches engage in a wide variety of community action, with particular emphases on older people and children/young adults.

All of the Churches offer informal opportunities for people to meet, through meetings over coffee and a variety of social activities. There is a very active Mothers' Union branch and a Women's Social Group at St Antony's.

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 2018 we had an average of 18 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.

Coffee Pot, an opportunity to share coffee and chat, is run fortnightly at All Saints'. *Summer in Sanderstead*, an opportunity to enjoy a "staycation" for those who cannot go away on holiday, was run successfully 21st-23rd August.

All Saints' also ran a successful Christmas Day Lunch in 2018.

A variety of activities for children & young people is offered. The development of work with children and families is a key priority for the Team and is seen as increasingly important. A key initiative in 2018 was the appointment by All Saints' of a lay Children & Families Pastor.

All Saints' provides *Jigsaw*, a Sunday School for children of primary school age, on three Sunday mornings a month. *Family Fun* is also run once a month for small children and their parents. A Summer Holiday Club was run 24-30th August.

St Antony's offers activities for children around some of the Great Festivals of the church. In 2018 two Scout groups, a Rainbow unit, a Brownie unit & a Guide group were formally affiliated, or otherwise linked, to Churches in the parish.

During the week All Saints Hall is used by two church-organised carers and toddlers group. From the Easter term St Edmund's took over the direct management of a similar group which had previously been hosted by the church but run independently, and which was in danger of closure because new leaders could not be found.

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.

Mission and Evangelism.

Helping those in need is a demonstration of our faith. During the year the parish made charitable donations of £9,844 of which £7,022 was to missionary societies abroad, and £2,822 to local and church charities. The churches also make a substantial effort in collecting for Christian Aid.

St Antony's (in association with Hamsey Green Co-operative Store) support the food bank run by Purley United Reform Church. All Saints' supports Croydon Refugee Centre and participates in hosting Croydon Churches' Floating Shelter for the Homeless.

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' are taking the lead in the development of our communications capability through a dedicated group.

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.

Deanery Synod.

In the year under review, following the departure of St Mary's, three clergy and up to eight lay members of the PCC (plus one member of Diocesan Synod *ex officio*) sat on Croydon South Deanery Synod. (Elected lay members should be 9 but there was a vacancy at the year-end.) 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.

Financial Report

Financial Review

Income for the financial year was £361,919 (2017 £495,619) and expenditure £423,076 (2017 £518,691) with a net income/expenditure after investment gains and losses) of (£51,705) compared with 2017 deficit of £12,776.

Total receipts on ordinary unrestricted/designated funds of the church were £360,601 (2017 £495,619) and are detailed in the financial statements, the reduction of income being primarily due to the departure of St Mary's during the financial year.

Expenditure during the financial year was consistent with the previous year with the largest reduction of church costs being the Parish Pledge (Diocesan quota) £126,944 (2017 £169,438) and the other church running costs following the departure of St Mary's during the financial year.

Reserves Policy

In aggregate the churches maintain a reserve of not less than £160,000 to maintain their on-going work for six months but note that 43.3% of their total income derives from regular giving and its related GiftAid tax recovery and 26.6% from the regular use of church premises by other organisations.

Trustees' Report

The full PCC held four full meetings in 2018 with an average attendance level of 79%— one before the 2018 APCM and three after. There was also a special meeting to provide input to the Sanderstead Review commissioned by the Bishop of Croydon. The first meeting of 2019 will be the one at which this report is to be adopted.

The Standing Committee did not need to meet formally in 2018, but had four "virtual" meetings to carry out tasks devolved from PCC (pay reviews, a sensitive personnel issue and the rates for the locally set elements of marriage and funeral fees).

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 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. Thanks to the efforts of the church treasurers/accountants, particularly All Saints', essential functions, particularly payroll, have been maintained after the departure of St Mary's.

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.

A Mission Project Team from St Augustine's Theological College reported during the year. Concentrating on St Antony's district in Hamsey Green, it provided much thought-provoking material on where we should be directing our mission efforts.

In addition to the special meeting noted above, PCC members, both individually and collectively, provided input to the Sanderstead Review, conducted by The Archdeacon of Dorking and the Assistant Archdeacon of Surrey. As mentioned previously, the Bishop of Croydon's conclusions on the report are awaited.

A key issue in 2018 was compliance with the new General Data Protection Regulations from May. All Saints' are taking the lead in the on-going work required on this issue.

The opportunity was taken in that context to review and improve our governance arrangements in the area of contracting and financial commitments.

The PCC provided general oversight and formal authorisations for a variety of significant building and property projects, particularly, for All Saints' the difficult and complex issue of internal re-ordering in an historic listed building, latterly focusing on the provision of electronic display screens (now complete but work on other aspects of the re-ordering is on-going).

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

Approved by the PCC on 4th March 2019 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 2018

I report on the accounts of the Trust for the year ended 31st December 2018 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

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Endowment funds 2018 £	Total funds 2018 £	Total funds 2017 £
Incoming & endowments	3					
Donations & legacies	3.1	178,958	7,494	-	186,452	265,013
Charitable activities	3.2	142,413	2,520	-	144,933	201,411
Other trading activities	3.3	322	-	-	322	2,773
Investments	3.4	21,148	1,304	-	22,452	19,915
Other income	3.5	7,760	-	-	7,760	6,507
Total income & endowments		350,601	11,318	-	361,919	495,619
Expenditure	4					
Fundraising costs	4.1	5,812	-	-	5,812	5,378
Charitable activities	4.2	395,182	22,082	-	417,264	513,313
Total expenditure		400,994	22,082	-	423,076	518,691
Net (expenditure)/income before investment gains		(50,393)	(10,764)	-	(61,157)	(23,072)
Transfers between funds		1,617	(1,617)	-	-	-
Net gains and /(losses) on investments	10	10,595	(863)	(280)	9,452	10,296
Net (expenditure)/income net movement of funds		(38,181)	(13,244)	(280)	(51,705)	(12,776)
Reconciliation of funds						
Total funds brought forward		1,311,122	90,153	18,831	1,420,106	1,432,882
Total funds		1,272,941	76,909	18,551	1,368,401	1,420,106
Removal of St Mary's		(20,868)	(19,040)	-	(39,908)	-
Total funds carried forward		1,252,073	57,869	18,551	1,328,493	1,420,106

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 2018

	Note	£	2018 £	£	2017 £
Fixed assets					
Tangible assets	8		838,852		838,852
Investments	10		<u>405,730</u>		<u>432,276</u>
			1,244,582		1,271,128
Current assets					
Debtors	11	10,000		13,911	
Cash at bank and in hand		<u>89,041</u>		<u>163,834</u>	
		99,041		177,745	
Creditors					
Amounts falling due within one year	12	<u>(12,130)</u>		<u>(21,767)</u>	
Net current assets			86,911		155,978
Total assets less current liabilities			1,331,493		1,427,106
Creditors					
Amounts falling due after more than one year	13		<u>(3,000)</u>		<u>(7,000)</u>
Net assets			<u>1,328,493</u>		<u>1,420,106</u>
Charity Funds					
	14				
Endowment funds			18,551		18,831
Restricted funds			57,869		90,153
Unrestricted funds			<u>1,252,073</u>		<u>1,311,122</u>
Total funds			<u>1,328,493</u>		<u>1,420,106</u>

The financial statements were approved by the Standing Committee on behalf of the Sanderstead Parochial Church Council 4th March 2019 and signed on their behalf by:

Revd Canon Martin Greenfield, PCC Chair

Chris Babbs, Secretary, Sanderstead PCC

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

1 Basis of preparation

1.1 Basis of accounting

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

- a) The Charities Act 2011
- b) Charities (Accounts and Reports) Regulations 2008
- c) The Financial Reporting Standard applicable in the UK and Republic of Ireland: FRS102
- d) Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)
- e) Church Accounting Regulations 2006

1.2 Judgements and Estimations

The Trustees have not made any significant judgements in the process of applying accounting policies and there are no areas of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

1.3 Going concern

- a) At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has sufficient reserves and that the charity is a going concern.

1.4 Change of accounting policy

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

1.5 Changes to previous accounts

- a) There have been no changes to the previous accounts during the financial year.

1.6 Changes to accounting estimates

- a) There have been no changes to accounting estimates.

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

2 Accounting policies

2.1 Fund accounting

- a) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds. These are recognised at the time of receipt.
- b) Designated funds - are set aside as part of the unrestricted funds to be used for a particular future project or commitment.
- c) Restricted funds - are to be used for the specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

2.2 Income

- a) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- b) Where income has related expenditure, the income and related expenditure are reported gross in the SoFA.
- c) Income tax recoverable as Gift Aid is accounted for on a claimed basis.
- d) Investment income is included in the accounts when receivable.

2.3 Expenditure

- a) Charitable expenditure comprises costs incurred by the charity providing activities and services for its beneficiaries.
- b) Costs of generated funds are those costs incurred in attracting voluntary income, or incurred in trading activities undertaken to raise funds.
- c) Support and administration costs of the charity relate to the costs of running the charity and includes any costs which cannot be specifically identified to another expenditure.
- d) Expenditure is recognised on an accrual basis and creditor amounts are measured at settlement amounts less any trade discounts.
- e) Provisions for liabilities are measured on recognition of its historical costs and then measured at the best estimate of the amount required to settle the obligation at the reporting date.
- f) The charity is not registered for VAT, so all costs are inclusive of VAT charged.

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

3 Income & endowments

	Unrestricted funds 2018 £	Restricted funds 2018 £	Endowment funds 2018 £	Total funds 2018 £	Total funds 2017 £
3.1 Donations and legacies					
Identifiable giving	125,603	4,000	-	129,603	166,080
Income tax recoverable	28,280	66	-	28,346	41,920
Collections (open plate)	3,789	-	-	3,789	6,401
Sundry donations	8,214	1,103	-	9,317	9,174
Grants	3,369	1,965	-	5,334	22,083
Donations, appeals etc.	6,203	360	-	6,563	18,355
Legacies	3,500	-	-	3,500	1,000
Total donations & legacies	178,958	7,494	-	186,452	265,013
3.2 Charitable activities					
Bookstall	353	-	-	353	508
Youth work	888	-	-	888	-
Property and hall lettings etc.	127,917	-	-	127,917	167,896
Parish fees	13,255	2,520	-	15,775	33,007
Total charitable activities	142,413	2,520	-	144,933	201,411
3.3 Other trading activities					
Fetes & other events	322	-	-	322	2,773
Total other trading activities	322	-	-	322	2,773
3.4 Investments					
Dividends & interest	21,148	1,304	-	22,452	19,915
Total investments	21,148	1,304	-	22,452	19,915
3.5 Other income					
Lunch Club	-	-	-	-	-
Sundry	7,760	-	-	7,760	1,378
Other income	-	-	-	-	5,129
Total other income	7,760	-	-	7,760	6,507
Total income & endowments	350,601	11,318	-	361,919	495,619

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

4 Expenditure

	Unrestricted funds 2018 £	Restricted funds 2018 £	Endowment funds 2018 £	Total funds 2018 £	Total funds 2017 £
4.1 Fundraising costs					
Stewardship campaign	58	-	-	58	6
Fundraising events	5,754	-	-	5,754	5,372
Total fundraising costs	5,812	-	-	5,812	5,378
4.2 Charitable activities					
Local and other church charities	2,822	-	-	2,822	10,143
Relief and development agencies	-	-	-	-	180
Missionary societies	7,022	-	-	7,022	7,030
Total grants	9,844	-	-	9,844	17,353
Diocesan quota	126,944	-	-	126,944	169,438
Clergy expenses	8,007	-	-	8,007	11,656
Youth worker, laity training	543	-	-	543	388
Church running expenses	30,734	55	-	30,789	39,520
Church maintenance	44,685	5,750	-	50,435	86,855
Organists, choir and music costs	13,527	-	-	13,527	17,174
Bookstall & parish magazine	466	-	-	466	1,255
Upkeep of churchyards	295	13,786	-	14,081	12,703
Church halls running expenses	77,133	-	-	77,133	80,788
Other property maintenance	14,780	-	-	14,780	5,822
Sundries	27,335	120	-	27,455	27,896
Caring group	-	1,786	-	1,786	1,669
Kids Zone costs/Junior church	272	-	-	272	30
Pastoral Care Co-ordinator	10,193	-	-	10,193	-
Clergy training	80	-	-	80	30
Support costs	30,344	585	-	30,929	40,736
Total charitable activities	395,182	22,082	-	417,264	513,313
Support costs					
Parish office staff costs	14,466	-	-	14,466	13,702
Contributions from St Antony's, St Edmund's and St Mary's	(4,536)	-	-	(4,536)	(5,098)
Stationery and photocopying	11,571	585	-	12,156	13,340
Telephone and postage	2,522	-	-	2,522	2,781
Architect fees	4,200	-	-	4,200	13,212
Auditor's remuneration	2,121	-	-	2,121	2,799
Total support costs	30,344	585	-	30,929	40,736
Total expenditure	400,994	22,082	-	423,076	518,691

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

5 Analysis of resources expended by activities

	Activities undertaken directly 2018 £	Grant funding of activities 2018 £	Support costs 2018 £	Total 2018 £	Total 2017 £
Direct and support costs	382,303		30,929	413,232	501,338
Local and other church charities	-	2,822	-	2,822	10,143
Missionary and charitable giving:					
Church overseas:					
- relief and development agencies	-	-	-	-	180
- missionary societies	-	7,022	-	7,022	7,030
Total expenditure	<u>382,303</u>	<u>9,844</u>	<u>30,929</u>	<u>423,076</u>	<u>518,691</u>

6 Net incoming resources / (resources expended)

During the year, no Parochial Church Council member received any remuneration or reimbursed expenses (2017 - £Nil).

7 Staff costs

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

	2018 No.	2017 No.
PCC managed employees	1	1
DCC managed employees	9	8
	<u>10</u>	<u>9</u>

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

	2018 £	2017 £
Wages and salaries	50,662	43,753
NIC	-	965
Pension costs	256	8
	<u>50,918</u>	<u>44,726</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

8 Tangible fixed assets

	Freehold properties £
Cost	
At 31 December 2017	<u>838,852</u>
Depreciation	
At 31 December 2017	<u>-</u>
Net book value	
At 31 December 2018	<u>838,852</u>
<i>At 31 December 2017</i>	<u>838,852</u>

9 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.

10 Fixed asset investments

	Listed securities £
Market value	
At 1 January 2018	432,276
Additions	6,231
Disposals	(43,089)
Revaluations	10,312
At 31 December 2018	<u>405,730</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

10 Fixed asset investments (continued)

	2018	2017
	£	£
All Saints		
<i>Sylvester Trust (Endowment Fund)</i>		
£8,250 CBF Investment Fund	15,669	15,906
<i>Muriel Landreth Trust (Endowment Fund)</i>		
£1,535 CBF Investment Fund	2,860	2,903
<i>Graveyard Trust (Restricted Fund)</i>		
£16,280 CBF Investment Fund	35,719	29,488
£5,006 7.75% Treasury Stock 2021	-	4,802
£1,690 4.25% Treasury Stock	-	2,287
<i>Ann Herbert Legacy (Designated Fund)</i>		
£442,498 CBF Investment Fund	351,282	376,690
£200 CBF Investment Fund (General Fund)	200	200
Total Investments	<u>405,730</u>	<u>432,276</u>

11 Debtors

Other debtors	996	5,897
Tax recoverable	9,004	8,014
	<u>10,000</u>	<u>13,911</u>

12 Creditors: Amounts falling due within one year

Other loans	4,000	3,333
Trade creditors	3,926	653
Special collections not yet paid out	-	195
Charitable giving	-	5,000
Other creditors and provisions	4,204	12,586
	<u>12,130</u>	<u>21,767</u>

13 Creditors: Amounts falling due after more than one year

Loans	3,000	7,000
	<u>3,000</u>	<u>7,000</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

14 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	49,868	-	(3,562)	-	-	46,306
Legacies fund	307,812	16,413	(36,641)	-	-	287,584
St Edmunds						
House fund	8,295	105	(4,788)	5,000	-	8,612
Scallywags	-	888	(272)	(408)	-	208
St Antony's						
STAR fund	2,255	-	-	(2,255)	-	-
St Mary's						
Christmas Tree fund	1,847	451	-	(2,298)	-	-
Charity Fund	850	-	-	(850)	-	-
	<u>1,228,449</u>	<u>17,857</u>	<u>(45,263)</u>	<u>(811)</u>	<u>-</u>	<u>1,200,232</u>
General funds						
All Saints	33,492	234,672	(253,031)	-	10,595	25,728
St Antonys	(186)	22,800	(30,435)	3,872	-	(3,949)
St Edmunds	27,895	46,267	(39,508)	(4,592)	-	30,062
St Mary's	21,472	29,005	(32,757)	(17,720)	-	-
	<u>82,673</u>	<u>332,744</u>	<u>(355,731)</u>	<u>(18,440)</u>	<u>10,595</u>	<u>51,841</u>
Total unrestricted funds	<u>1,311,122</u>	<u>350,601</u>	<u>(400,994)</u>	<u>(19,251)</u>	<u>10,595</u>	<u>1,252,073</u>
Endowment funds						
All Saints						
The Sylvester Trust	15,905	-	-	-	(237)	15,668
The Muriel						
Landreth Trust	2,926	-	-	-	(43)	2,883
Total endowment funds	<u>18,831</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(280)</u>	<u>18,551</u>

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

14 Statement of funds (continued)

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Restricted funds						
All Saints						
The Graveyard Trust	52,527	3,797	(13,834)	-	(863)	41,627
Roof Fund	-	-	-	-	-	-
Agency	(484)	1,067	-	-	-	583
St Antony's						
STAR Fund	1,617	-	-	(1,617)	-	-
The Vicar's and Churchwardens' Fund	102	-	-	-	-	102
St Mary's						
The Oclee Bequest	806	-	-	(806)	-	-
The Stupples						
Bequest	1,849	-	-	(1,849)	-	-
The Organ Fund	7,306	-	(2,750)	(4,556)	-	-
Seven Whole Days	3,817	-	-	(3,817)	-	-
The Mission Fund	2,699	-	-	(2,699)	-	-
The Rewiring Fund	1,772	-	(55)	(1,717)	-	-
Youth Work Fund	1,111	-	-	(1,111)	-	-
Hall refurbishment	1,150	-	(3,000)	1,850	-	-
Missions	(95)	-	-	95	-	-
Chalice Fund	200	-	-	(200)	-	-
Nave Fund	230	-	-	(230)	-	-
Heating	-	4,000	-	(4,000)	-	-
St Edmunds						
Caring Group Fund	14,005	2,442	(2,353)	-	-	14,094
The Development Fund	1,541	12	(90)	-	-	1,463
Total restricted fund	90,153	11,318	(22,082)	(20,657)	(863)	57,869
Total all funds	1,420,106	361,919	(423,076)	(39,908)	9,452	1,328,493

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

14 Statement of funds (continued)

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.
- c) Scallywags fund is a youth fund

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 Oclée 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.

THE PARISH OF SANDERSTEAD (SANDERSTEAD TEAM MINISTRY)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

14 Statement of funds (continued)

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Designated funds	1,228,449	17,857	(45,263)	(811)	-	1,200,232
General funds	82,673	332,744	(355,731)	(18,440)	10,595	51,841
	1,311,122	350,601	(400,994)	(19,251)	10,595	1,252,073
Endowment funds	18,831	-	-	-	(280)	18,551
Restricted funds	90,153	11,318	(22,082)	(20,657)	(863)	57,869
	1,420,106	361,919	(423,076)	(39,908)	9,452	1,328,493

15 Analysis of net assets between funds

	Unrestricted funds 2018 £	Restricted funds 2018 £	Endowment funds 2018 £	Total funds 2018 £	Total funds 2017 £
Tangible fixed assets	838,852	-	-	838,852	838,852
Fixed asset investments	-	35,719	18,529	54,248	55,386
Current assets	427,588	22,913	22	450,523	554,979
Creditors due within one year	(11,367)	(763)	-	(12,130)	(29,111)
Creditors due in more than one year	(3,000)	-	-	(3,000)	-
	1,252,073	57,869	18,551	1,328,493	1,420,106