

# **Annual Report of the Parochial Church Council**

for the year ended 31 December 2017

**Team Rector:**

The Revd. David Oxtoby

**Parish Office:**

Rectory Garth,  
Rayleigh, SS6 8BB

**Bank:**

Barclays Bank PLC  
63-65 High Street  
Rayleigh, SS6 7EL

**Independent Examiners:**

Rickard Luckin Limited  
7 Nelson Street  
Southend-on-Sea, SS1 1EH

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## PAROCHIAL CHURCH COUNCIL OF RAYLEIGH REFERENCE & ADMINISTRATIVE DETAILS

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### YEAR ENDED 31 DECEMBER 2017

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#### Membership

Members of the PCC are either ex-officio or elected by Annual Parochial Church Meetings (APCMs) in accordance with the Church Representation Rules. Members of the PCC are also charity trustees for the purpose of charity law and those who served from 1 January 2017 to the date of this report are: -

<i>Team Rector</i>	The Revd. Canon Mike Lodge *	<i>PCC Chairman (until 19 Mar. '17)</i>
	The Revd. David Oxtoby *	<i>PCC Chairman (from 18 Jan. '18)</i>
<i>Team Vicar</i>	The Revd. Nick Rowan *	
<i>Team Curate</i>	The Revd. Tracy Marlow	
<i>Associate Minister</i>	The Revd. Tracy Nutter	
<i>Church Wardens</i>	Mr. David Bradshaw Mr. Wayne Prankard	
<i>Representatives on the Deanery Synod</i>	Mr. Gordon Simmonds Mr. David Bradshaw Mr. Duncan Johnson Mrs. Jackie Turner Mr. Wayne Prankard (from April 2017)	<i>PCC Vice Chairman</i>
<i>Elected members</i>	Mrs. Susan Bradshaw (until April 2018) Mrs. Maggi Gale (April 2017-2020) Mr. Adrian Hall (co-opted until April 2017, elected April 2017-2020) Mrs. Maggie Izod (April 2017 – 2019) Mrs. Ann Jolly (re-elected April 2017-2019) Ms. Alison Millin (until April 2017) Mrs. June Openshaw (until April 2019) Mrs. Rachel Smith (re-elected April 2017-2020) Mrs. Marie Weir (until April 2018) Mrs. Jacky Wragg (April 2017-2018)	<i>PCC Secretary (from May 2017)</i> <i>PCC Treasurer</i>

\* From 1 August 2016, the Revd. Canon Mike Lodge was on secondment, with permission to perform such functions and duties belonging to the office of the Archdeacon of the Archdeaconry of Southend as may from time to time be required and the Revd. Nick Rowan was acting team rector. The Revd. Canon Mike Lodge officially stood down as Team Rector on 19 March 2017, the same date that he was Collated and Installed as the Archdeacon of Southend. The Revd. Nick Rowan continued as acting team rector until 18 January 2018 when the Revd. David Oxtoby was Instituted & Inducted as Team Rector.

**Status: THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH**  
has been a registered Charity, number 1129561, since May 2009

**Main office:** Parish office, Rayleigh Garth, Rayleigh, SS6 8BB

**Independent Examiners:** Rickard Luckin Limited, 7 Nelson Street,  
Southend-on-Sea SS1 1EH

**Bankers:** Barclays Bank PLC, 63-65 High Street, Rayleigh, SS6 7EL

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## **PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**

### **ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017**

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The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its report and financial statements for the year end 31 December 2017.

#### **1. Aims & purposes**

The PCC has the responsibility of co-operating with the Team Rector in promoting, in the ecclesiastical parish of Rayleigh, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church complexes of Holy Trinity, High Street, Rayleigh and at St Michael's, Sir Walter Raleigh Drive, Rayleigh.

#### **2. Objectives & activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try and enable ordinary people to live out their faith as part of our parish community through: -

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

To facilitate this work, it is important that we maintain the fabric of the two churches. We aim to keep our premises in good state and make them available to the community as part of providing significant civic support to our community.

#### **3. Achievements and performance**

The Transforming Presence vision makes spirituality and evangelism two clear priorities in the life of the church along with the need to re-imagine ministry. This raises the following questions, which provide the structure for this section.

##### ***3.1. Worship: What are you doing to make worship the central focus of the life of the Church?***

Across our two churches, our worship encompasses a wide range of styles and traditions from traditional and formal to modern and informal. Each Sunday we have four congregations meeting for worship in the parish, with at least one service of Holy Communion every Sunday in the parish and also every Wednesday. We have two Messy Church congregations that meet monthly (one on Tuesday afternoon and the other on a Saturday morning).

We bring the opportunity for mid-week worship monthly into three local care homes, a number of local schools hold services in Holy Trinity Church, particularly for harvest festival and Christmas, but in addition school visits are welcome when pupils are taught about Christian worship as part of their RE curriculum. We have a Worship Working Group to oversee this aspect of parish life.

### ***3.2. Spirituality: What are you doing to teach people to pray and love God?***

Home groups have used the 24/7 prayer course and in May 2017 we took part in the Archbishops' "Thy Kingdom Come" initiative, with a 24 hour continuous prayer space, displays and activities at both churches. Morning Prayer is held in the Parish Centre Monday to Friday and Holy Trinity is open every morning Monday to Saturday for private prayer. In 2017 we held a Healing Prayer Day and a follow-up session. Uniformed groups often prepare and lead the prayers for all-age worship. Some services, particularly all-age worship, include kinaesthetic prayer activities, prayer ministry is offered after services and we have an active Prayer Working Group.

### ***3.3. Nurture: What are you doing to teach people the faith and help them in their discipleship?***

In addition to sermon series, home groups are attended by around 100 people – sometimes using published materials such as Pilgrim and Just10, sometimes home-grown material. Annually we run an Alpha course (with 25 guests in Autumn 2017) and this is followed by post-Alpha nurture groups.

We gave a special Bible overview presentation at two of the morning services for Bible Sunday and in 2018 we will be hosting a "Walk Through The Bible – Old Testament" event for Rochford Deanery. We have a church bookstall to encourage people in their reading of the Bible and other Christian literature.

There are also a range of courses; we hold confirmation and first communion preparation courses (in 2017 nine children and young people were admitted to communion and eleven people were confirmed), we run Baptism Preparation for families exploring having their children baptized (and highlight regular special services on a Sunday to which we can invite these families), Marriage preparation for the 25+ couples who get married at Holy Trinity each year using the HTB Marriage Preparation Course and a number of church members are enrolled on or have completed the Course in Christian Studies.

### ***3.4. Evangelism: What are you doing to share faith with others and what have the results been in the last year? Does your church have a place of nurture? If you have any schools in the parish, how much contact do you have?***

Messy Church runs each month at both Holy Trinity and St Michael's. These congregations reach a large number of families who wouldn't otherwise regularly worship or engage with the church. We also held a Holiday club for children aged 5-11 at Swenye Park School using Scripture Union material and there are 'Talk and Tots' and 'Teddis and Tots' groups for pre-school children and their carers.

We take part in the annual Rayleigh Christmas Lights, linking with the Friends of Holy Trinity's Christmas Tree Festival (for example the Big Paint and puppet shows) and actively support the Rayleigh Churches Fun Day on King George's field which is attended by 2000-3000 people each year.

Members of the parish join with the Rayleigh Churches 'Open the Book' assembly teams which go into a number of the Primary schools in the parish and there are frequent schools visits and services led by clergy; clergy lead occasional assemblies and RE lessons in local primary schools and are invited to discuss Christianity with A Level students in one of the Secondary schools

We employ a dedicated, full-time Families and Children's worker who oversees young church and other activities for young people such as The Drop and Rise and amongst many activities is also forging links with Scout and Guide groups.

### ***3.5. Vocation: What are you doing to nurture and develop the ministry of the whole people of God including enabling people to come forward for authorised lay and ordained ministry?***

Our parish actively encourages lay ministry of all kinds, e.g. lay leadership of services, we have one ordinand (with a number of other church members currently testing their vocation and) some church members are studying the Course in Christian Studies (Holy Trinity acts as a venue for CCS).

### ***3.6. Service: How is your church a blessing to the community you serve? And how is it witnessing to God's Kingdom of justice and peace?***

Our buildings at Holy Trinity and St Michael's are used by a large number of community groups including a Pre School, the Blood Service, Uniform Groups, and other special interest groups. A large number of volunteer hours and the hours of paid staff are put into maintaining these community resources. In this respect the work of the Parish Centres and Facilities Working Groups is pivotal. The church also runs Parent and Toddler groups at St Michael's and Holy Trinity and a twice monthly OAP lunch club at St Michael's. Also, annually we participate in the Rayleigh Family Fun Day which is hosted by Rayleigh churches as mentioned in 3.4. above.

Also as mentioned above, Quiet@Trinity are open every weekday & Saturday morning and along with the weekly Café@Trinity have a vision to particularly befriend and serve those who are lonely and vulnerable.

Each Remembrance Day, Holy Trinity Church has two services being run concurrently in the church and parish centre as part of the Rayleigh commemorations.

Outside of the church buildings, the pastoral team supports visiting of the sick and elderly, our Families & Children's worker is linked with community activities, e.g. in parenting support at The Megacentre and schools work is undertaken has been covered earlier.

The Parish gave away 10% of our unrestricted "freewill" income in 2017. Money was given to support missionary organisations and charities locally, nationally and internationally.

Outside of direct Parish giving, we have held or facilitated collections for other organisations such as The Leprosy Mission of England & Wales, Tearfund (through Harvest collections) and The Children's Society (through Christingle collections). We are also a drop off point for food/toiletries for Hope Worx who put together food parcels for local families in need, and The Store House, a homeless charity in Southend.

### ***3.7. Hospitality: What are you doing to ensure that your church is a place of safety and welcome for all ages and people of all backgrounds?***

We take seriously our Health and Safety and Safeguarding policy with clear policies and specific people delegated to take care these areas who report to the PCC.

We have a mix of worship and other activities which seek to engage with all ages and all background, such as having Holy Trinity church open during the week, hosting of town and district civic services, weekly Café@trinity, acting as a venue for events such as Christmas tree festival, concerts and Tower Open (which are often organised by The Friends of Holy Trinity, Rayleigh).

A major internal refurbishment of Holy Trinity is planned with the aim of creating a worship space that is more light and bright, warm and welcoming.

### ***3.8. Interdependence: How are you working in partnership with other Christian communities in your locality and at diocesan, national and global levels?***

Within Rayleigh we participate in the Family Fun Day, the "Open the Book" team and "Churches for Rayleigh", support of Bar'n'Bus and united interdenominational services as well as supporting Deanery and diocesan events.

We have partnerships with CMS in Uganda, a Tear Fund Water project in Ugezi Diocese Uganda, a school in Hyderabad, and a church and nursery school in Obiya, Uganda and support other missions and charities as listed in note 6 to the accounts.

### ***3.9. Generosity: How are you doing to ensure that your church is showing signs of generosity towards the wider church and community as well as becoming financially secure?***

We support the wider church by paying our parish share in full; our parish share is one of the largest in the Diocese.

Last year and this year 10% of our unrestricted "freewill" income was donated to missions and charities as noted above and we also offer a 25% discount to charities who use our premises.

Due to generous legacies, previous restricted giving and the ongoing support of the Friends of Holy Trinity Rayleigh we hold substantial restricted funds. Most of these are earmarked for a future re-ordering of Holy Trinity Church (see section 4 below).

#### **Other Parish Activities**

A number of other voluntary activities not mentioned above have continued to offer support ministry and service through 2017 which is much appreciated. These include Sidesmen, Welcomers, Bible Readers, Intercession leaders, Choir, Music Group, Prayer ministry team, Bell ringers, Cameo, Mothers' Union, Uniformed organizations, Flower arrangers, Volunteer cleaners of Holy Trinity, Bodge and Bodge.

We note the repeated success of the church grounds and garden team in the Anglia in Bloom competition.

We are grateful for the ongoing support of The Friends of Holy Trinity Rayleigh and particularly note our thanks for the sizable donation received in early 2017.

The significant activity to maintain the fabric of the two churches is detailed in the Fabric Report below.

## **4. Financial review**

Total incoming resources on unrestricted funds in the year were £258,162 (2016 £283,129). Whilst planned giving & collections were fairly consistent year-on-year, overall income in 2017 was lower than 2016 predominantly due to the monthly breakfast ceasing at the end of 2016 and the legacy received in 2016. The PCC is grateful for the generous provision of funds from church members and others to support the continuing mission of the Church.

Unrestricted fund expenditure in 2017 was £257,702 (2016 £272,566), with certain expenditure being allocated to restricted funds (see below). As per prior years, the parish share was paid in full, although it was reduced from August to December 2017 due to "prolonged vacancy credit" in relation to the Team Rector position. Accordingly, the general fund made a small surplus of £460 (2016 £10,563)

Restricted fund income in 2017 was predominantly of two types; giving from the Friends of Holy Trinity Rayleigh and giving to finance the Families & Children's worker, who started in January 2017. We were particularly grateful to receive a one-off £110,000 from "Friends" in January 2017 as well as their annual gift later in the year and we continue to appreciate their ongoing support.

Restricted fund expenditure in 2017 represented the cost of the Families & Children's Worker and some related expenses, plus other specific items that were within the terms of the relevant funds, such as Holy Trinity quinquennial repairs, a new photocopier and certain repair & maintenance expenditure.

In the light of the unrestricted fund deficit position at the start of 2017 (£6,395), the effective breakeven position in the general fund for the 2017 year and budgets for 2018, the restricted ministry funds have made a contribution to the unrestricted fund expenditure of £30,000 (2016 nil), split between Holy Trinity and St. Michael's roughly in proportion to their congregations. The ministry funds are defined as for the maintenance and development of the ministry of Holy Trinity/ St. Michael's and the general fund expenditure is, by definition, in pursuit of this aim.

On that basis, the unrestricted funds at the end of 2017 were in surplus by £24,065 (2016 deficit £6,395). The PCC does not currently have a specific Reserves Policy for unrestricted funds, but monitors the expected movement through the budget process & can utilize restricted funds where expenditure meets the terms of the fund.

Excluding fixed assets, the Parish has significant restricted reserves, particularly in the Holy Trinity Fabric and Ministry Funds, totaling £419,425 at the end of 2017 (2016 £332,897). The majority of the restricted reserves are expected to be used on the internal refurbishment of Holy Trinity Church as referenced in the Fabric Report below. However, as referenced above, it will be necessary to use restricted funds to meet ongoing expenditure that falls within the terms of the funds where unrestricted funds do not suffice.

Our endowment funds have specific objects as noted in the financial statements and increased during the year due to gains on the investments held.

As in previous years, the PF Trust Fund assets (i.e. cash), which the PCC holds in its CBF Church of England Deposit Fund, are not shown in the accounts.

## **5. Structure, governance & management**

### **5.1. PCC**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity.

The membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on 8 occasions during 2017.

The principal groups which assist the PCC in its task are as follows:

- **Standing Committee** which has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.
- **Working Groups** appointed by the PCC to act on their behalf. Much of the detailed work of the PCC is undertaken by these groups which meet in between PCC meetings and report back to the PCC. The extensive work of maintaining the church fabric is undertaken by the Facilities and Parish Centre groups who assist the Churchwardens in this part of their traditional responsibilities.

### **5.2. Church Membership**

At the end of December 2017 there were 290 (293 at end 2016) members on the Electoral Roll, of these 67 (65 at end 2016) are not resident in the Parish. The average Parish Sunday weekly attendance (8:00am, 9:00am, 10:30am and 11:00am) in October 2017 was 248 (256 in 2016), but numbers were much greater at festivals.

### **5.3. Staff**

The previous Team Rector, the Revd. Canon Mike Lodge was asked to serve as Acting Archdeacon of Southend from 1<sup>st</sup> August 2016 and was subsequently installed and collated as Archdeacon of Southend on 19<sup>th</sup> March 2017. The role of Team Rector was vacant from that date until 18<sup>th</sup> January 2018 when the Revd. David Oxtoby was Instituted & Inducted as Team Rector.

The Revd. Nick Rowan acted as the Team Rector from the 1<sup>st</sup> August 2016 until 18<sup>th</sup> January 2018 and the PCC would like to record their thanks to him for ensuring worship, ministry and outreach continued in our busy parish during this time and to wish him a productive, but restful, three months study leave from 5<sup>th</sup> March 2018.

During this time, The Revd. Nick Rowan has ably supported by Revd. Tracy Nutter, our self-supporting Associate Priest, and our Curate Revd. Tracy Marlow and similarly the PCC are grateful for their work.



Cara Parker was appointed as Parish Families and Children's Worker at the end of 2016 and has worked diligently to establish and develop that role during 2017.

We have had several changes in the other paid roles within the parish. Ashley Thompson the Organist left in April 2017 and we now have that role shared by Joseph Zammit and Warren Symes, Susan Mumby vacated the post of as Parish Administrator in May 2017 and Jo Jackson has now taken on that position and Steve Lodge the Parish Centres Assistant left in August with Jenny Crane starting that role in January 2018.

In addition, to provide additional support during the interregnum, Gail Collingwood worked as PA to the Acting Team Rector from May 2017 to February 2018.

The Vergers for weddings and funerals are paid according to their invoiced claims. The ministry of the Parish was supported through the year by 4 retired clergy and 3 Readers.

## **6. Fabric Report from the Churchwardens**

### **6.1. Holy Trinity Church**

#### **Refurbishment**

Things are moving in relation to the refurbishment, but rather slowly. In the summer, Philip Orchard, our architect produced a Feasibility Study based on the brief we gave him. We sent this with two other documents – a 'Statement of Needs' and a 'Statement of Significance' (of the church), to the Diocesan Advisory Committee (DAC). We then met with a group from the DAC and after substantially augmenting our submissions, are now consulting with the necessary statutory groups. We held a meeting to consult members in November and provided a written update in January. We will not be in a position to estimate costs until the consultations have been completed and we have been given agreement in principle to do the proposed work, so please treat any 'guesstimates' you may have heard with great caution.

#### **Ongoing Work**

Most of the work identified in our last Quinquennial Inspection has been completed. This mainly comprised minor stonework repairs and repainting the down pipes; only a few minor, non-urgent items remain. We also upgraded the lightning protection system.

We obtained approval in principle to proceed with the Garden of Remembrance and are now waiting for detailed drawings prior to seeking final approval. This has been simplified and comprises the area to the west of the path through the churchyard to the west door of the Link corridor. There will be a short path leading to a new seat, and a central stone feature identifying the area. Individual memorials will be in a designated book within the church.

At long last we have obtained approval in principal for new external sign boards and now have to apply for a faculty and for Planning Permission. Such agreement was also given to remove four small trees which have self-seeded inappropriately in the churchyard.

Yet again we are grateful to our teams of volunteers and to Rochford District Council who maintain our buildings and grounds. Again this year, we happy to report we were awarded a gold medal by Anglia in Bloom.

### **6.2. HT Parish Centre**

We have continued our regular maintenance and decoration schedule. In addition we needed to work on the heating system: to replace the pumps and faulty radiator valves and heaters in the main hall. We made life more comfortable in the office by adding double glazing to the window. We replaced the car park lighting and the fence by the road. We bought a new photocopier and installed phone system to reduce costs and improve facilities.

The valleys on the roof have been repaired and hopefully the leaks from the spire were eliminated. Unfortunately we suffered some minor damage to our security lights by vandals. We installed a new shed in the rectory garden to store the motor mower etc. We have had to deal with blocked drains and an abandoned car. Repair to the kitchen worktops is in hand.

We said goodbye to Steve Lodge our Parish Centres Assistant and after a 'hiccup', have appointed Jenny Crane to help look after our premises.

### **6.3. St Michael's**

With help of a grant from the Council we replaced the cooker, and have re-carpeted the entrance areas. The quinquennial report was received at the end of the year: we need repairs to the rainwater system and a few other minor issues most of which we hope to clear by the summer.

## **7. Approval**

The phrase sometimes used when reflecting on the past, and the strong position we are blessed to be in, is that we "stand upon the shoulders of giants." Credit needs to be given to the strong and foundational ministry the Parish has benefited from over many years; yet we know we do not stand still, and nor does Christ ask us to remain stationary as we look to the future. The year ahead sees us plan for, and start to implement, some large projects that will enable our ministry and buildings to evolve and adapt to our growing church and changing community. We long for this year to be a year of discipleship, and every member discovering their God given identity and ministry, seeing the whole body of the church flourish across our two locations as we are led by The Holy Spirit, and seek to touch heaven and change earth.

This report was agreed at the PCC meeting of 12<sup>th</sup> March 2018.



The Reverend David Oxtoby  
Chairman

## **Independent Examiner's Report to the Parochial Church Council of Rayleigh**

I report to the PCC on my examination of the accounts of the Parochial Church Council of Rayleigh for the year ended 31 December 2017 which are set out on pages 12 to 23.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



*Kate Bell, A.C.A.*

*Rickard Luckin Limited, 7 Nelson Street, Southend-on-Sea, Essex, SS1 1EH*

*Date 29 March 2018*

# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2017 £	Total Funds 2016* £
<b>Incoming resources</b>						
<b>Income and endowments from:</b>	3					
Voluntary income		175,287	159,199	-	334,486	216,752
Church activities		75,969	-	-	75,969	90,664
Activities for generating funds		6,906	-	-	6,906	8,875
Investment income		-	1,030	272	1,302	1,406
Other		-	-	-	-	2,090
<b>Total</b>		<b>258,162</b>	<b>160,229</b>	<b>272</b>	<b>418,663</b>	<b>319,787</b>
<b>Resources expended</b>						
<b>Expenditure on:</b>	4					
Church activities		257,682	43,701	-	301,383	277,449
Costs of generating funds		20	-	-	20	86
<b>Total</b>		<b>257,702</b>	<b>43,701</b>	<b>-</b>	<b>301,403</b>	<b>277,535</b>
<b>Net income/(expenditure) before investment gains</b>		<b>460</b>	<b>116,528</b>	<b>272</b>	<b>117,260</b>	<b>42,252</b>
<b>Investment gains</b>	8	-	-	837	837	913
<b>Transfers between funds</b>	12	30,000	- 30,000	-	-	-
<b>Net movement in funds</b>		<b>30,460</b>	<b>86,528</b>	<b>1,109</b>	<b>118,097</b>	<b>43,165</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	-	6,395	698,897	11,878	704,380	661,215
<b>Total funds carried forward</b>	12	<b>24,065</b>	<b>785,425</b>	<b>12,987</b>	<b>822,477</b>	<b>704,380</b>

\* An analysis of the 2016 balances by fund classification is provided in note 14

# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

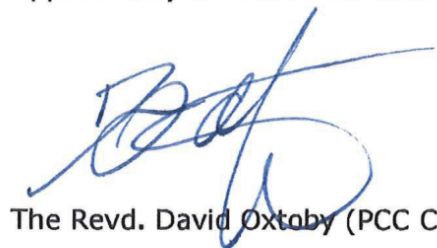
## BALANCE SHEET

AT 31 DECEMBER 2017

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2017 £	Total Funds 2016* £
<b>Fixed assets</b>						
Tangible assets	7	-	366,000	-	366,000	366,000
Investments	8	-	-	10,060	10,060	9,223
<b>Total fixed assets</b>		-	366,000	10,060	376,060	375,223
<b>Current assets</b>						
Debtors	9	21,023	-	-	21,023	8,673
Investments		-	-	-	-	-
Cash in bank and in hand	10	10,711	419,425	2,927	433,063	326,139
<b>Total current assets</b>		31,734	419,425	2,927	454,086	334,812
<b>Creditors: Amounts falling due within one year</b>	11	7,669	-	-	7,669	5,655
<b>Total net assets</b>		<b>24,065</b>	<b>785,425</b>	<b>12,987</b>	<b>822,477</b>	<b>704,380</b>
<b>Represented by:</b>						
Unrestricted funds		24,065	-	-	24,065	- 6,395
Restricted funds		-	785,425	-	785,425	698,897
Endowment funds		-	-	12,987	12,987	11,878
<b>Total funds</b>	12	<b>24,065</b>	<b>785,425</b>	<b>12,987</b>	<b>822,477</b>	<b>704,380</b>

\* An analysis of the 2016 balances by fund classification is provided in note 15

Approved by the Parochial Church Council on 12<sup>th</sup> March 2018 and signed on its behalf by:



The Revd. David Oxtoby (PCC Chairman)



Adrian Hall (Treasurer)

The notes on pages 14 to 23 form part of these financial statements.

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# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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### 1. Basis of Preparation

#### Basis of Accounting

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair" view provisions, together with the FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS102))

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are an informal gathering of church members.

The financial statements are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

#### Going concern

The trustees consider that there are no material uncertainties about the PCC's ability to continue and accordingly the accounts have been drawn up on a going concern basis.

### 2. Accounting Policies

#### Incoming resources

- a. Incoming resources are included in the Statement of Financial Activities when the PCC has entitlement to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- b. Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the additional income.
- c. Voluntary income which is collected on behalf of other charities is not included as PCC income.
- d. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.
- e. Grants and specific donations are included in the SOFA when any preconditions preventing their use by the PCC have been met.
- f. The income from charitable activities is accounted for gross of associated costs.
- g. Rental income from the letting of church premises is accounted for when due.
- h. Fee income from weddings and funerals only represents the element of the overall fee to which the PCC is entitled, i.e. does not include the element passed on to other parties.
- i. Investment income is included when receivable.

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## PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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#### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognized in the accounts when a commitment has been made externally and there are no preconditions still to be met for entitlement to the grant that remain within the control of the PCC.

Governance costs include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice on governance or constitutional matters.

#### **Fixed Assets**

Consecrated and beneficed property is not included in the financial statements in accordance with s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). All expenditure on church furnishings is written off when incurred.

The Parish Centre complex and St. Michael's annex are included at cost.

Equipment used within the church buildings and complexes are written off on acquisition.

Investments are included at market value at 31 December.

#### **Debtors**

Debtors are initially included at the settlement amount due and are subsequently measured at the cash or other consideration due.

#### **Creditors**

Creditors are included at the settlement amount due.

#### **Funds**

*Endowment funds* are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

*Restricted funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for ordinary purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

### 3. Analysis of Income

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2017 £	Total Funds 2016 £
<b>Voluntary income</b>						
Planned giving		118,406	25,292	-	143,698	125,380
Loose plate collections		18,842	-	-	18,842	20,126
One-off gifts		3,490	50	-	3,540	2,804
Tax recoverable on gift aid		31,391	5,857	-	37,248	35,260
Legacies		-	-	-	-	11,100
Grants *		1,249	-	-	1,249	1,243
Friends of Holy Trinity		-	128,000	-	128,000	18,000
Other		1,909	-	-	1,909	2,839
<b>Total</b>		<b>175,287</b>	<b>159,199</b>	<b>-</b>	<b>334,486</b>	<b>216,752</b>
<b>Church activities</b>						
@Trinity/ coffee shop		5,452	-	-	5,452	5,396
Bookstall sales		1,613	-	-	1,613	1,859
Breakfast		-	-	-	-	12,271
Church hall lettings		55,812	-	-	55,812	56,165
Fees for weddings and funerals		12,604	-	-	12,604	14,365
Other		488	-	-	488	608
<b>Total</b>		<b>75,969</b>	<b>-</b>	<b>-</b>	<b>75,969</b>	<b>90,664</b>
<b>Activities for generating funds</b>						
Other funds generated		5,218	-	-	5,218	6,568
Parish magazine sales and advertising		1,688	-	-	1,688	2,307
<b>Total</b>		<b>6,906</b>	<b>-</b>	<b>-</b>	<b>6,906</b>	<b>8,875</b>
<b>Investment income</b>						
Interest & investment gains		-	1,030	1,109	2,139	1,406
<b>Total</b>		<b>-</b>	<b>1,030</b>	<b>1,109</b>	<b>2,139</b>	<b>1,406</b>
<b>Other</b>						
Insurance claims		-	-	-	-	2,090
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,090</b>

\* Grant income in 2017 was from Rochford District Council for a new cooker at St. Michael's (2016 Rochford District Council for £500 for the churchyard seat & £743 from Rayleigh Town Council re St. Michael's kitchen equipment)



# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

### 4. Analysis of Expenditure

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2017 £	Total Funds 2016 £
<b>Church activities</b>						
<b>Ministry</b>						
Parish share		144,034	-	-	144,034	150,720
Staff expenses		4,717	350	-	5,067	6,502
Family & young church expenses		3,385	1,236	-	4,621	2,978
Mission & training		4,135	-	-	4,135	3,887
		156,270	1,586	-	157,856	164,087
<b>Missionary &amp; charitable giving</b>						
	6					
Giving to mission & churches		14,800	-	-	14,800	13,556
Giving relief & development agencies		2,350	-	-	2,350	2,500
		17,150	-	-	17,150	16,056
<b>Staff costs</b>						
	5					
Administration & maintenance		25,318	-	-	25,318	20,479
Families & Children's work		-	22,572	-	22,572	-
Organists		4,615	-	-	4,615	4,506
		29,933	22,572	-	52,505	24,985
<b>Church property costs</b>						
Utilities		11,703	-	-	11,703	11,117
Insurance		5,057	-	-	5,057	4,919
Cleaning		3,687	-	-	3,687	5,080
Maintenance & repairs		11,093	14,311	-	25,404	21,297
Upkeep of churchyard		217	450	-	667	2,689
Other general support costs		6,316	-	-	6,316	5,563
		38,073	14,761	-	52,834	50,665
<b>Church life &amp; outreach</b>						
@Trinity/ coffee shop		2,375	-	-	2,375	2,642
Bookstall		581	-	-	581	996
Breakfast expense		254	-	-	254	2,638
Discipleship		148	-	-	148	337
Magazine expenses		1,623	-	-	1,623	1,554
Upkeep of services		1,734	-	-	1,734	3,080
Other		1,348	-	-	1,348	2,908
		8,063	-	-	8,063	14,155
<b>Administration</b>						
Phone		2,660	-	-	2,660	2,348
Stationery & photocopying		2,627	4,782	-	7,409	3,019
Other		2,006	-	-	2,006	1,265
		7,293	4,782	-	12,075	6,632
<b>Governance costs</b>						
Independent examiner's fee		900	-	-	900	870
		900	-	-	900	870
<b>Total</b>		257,682	43,701	-	301,383	277,449
<b>Expenditure on raising funds</b>						
Cost of generating funds		20	-	-	20	86
<b>Total</b>		20	-	-	20	86

# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

### 5. Paid Employees

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2017 £	Total Funds 2016 £
<b>Staff costs</b>						
Salaries & wages		29,607	22,000	-	51,607	24,770
Social security		-	-	-	-	215
Pension costs		326	572	-	898	-
<b>Total</b>		<b>29,933</b>	<b>22,572</b>	<b>-</b>	<b>52,505</b>	<b>24,985</b>

During the year the PCC employed on average 5 staff (2016: 3) and as at 31 December 2017 had 6 paid staff (2016: 3)

2016 social security cost was zero due to the National Insurance employment allowance.

The PCC became a participating employer in the Church of England Pensions Board Pension Builder 2014 from 1 May 2017 in order to meet its automatic enrollment obligations. This is accounted for as a defined contribution scheme.

No employee received remuneration of more than £60,000 (2016: Nil)

### 6 . Missionary and charitable giving

All missionary and charitable giving expense in 2017 and 2016 has been incurred by unrestricted funds

	Total funds 2017 £	Total Funds 2016 £
<b>Giving to mission &amp; churches</b>		
Bar 'n' Bus	1,600	1,600
BRF (Messy Church)	500	500
CMS	2,500	2,500
Children's Society	300	300
Church Pastoral Aid Society	2,350	2,500
Essex Clergy Charity Corporation	300	300
Hopeworx	1,250	1,575
Leprosy Mission	300	300
Open Doors	1,800	1,250
St Michaels, Obiya	1,800	1,250
Samaritans Purse - Operation Christmas Child	300	231
Vision to Serve, India	1,800	1,250
	<b>14,800</b>	<b>13,556</b>
<b>Giving relief &amp; development agencies</b>		
Tear Fund	2,350	2,500
	<b>17,150</b>	<b>16,056</b>

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## PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 7 . Tangible Fixed Assets

All tangible fixed assets in 2017 and 2016 relate to restricted funds.

	<b>2017</b>		<b>2016</b>	
	<b>Freehold land &amp; buildings £</b>	<b>Total £</b>	<b>Freehold land &amp; buildings £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 January	366,000	366,000	366,000	366,000
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
At 31 December	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>
<b>Depreciation and impairment</b>				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net book value</b>				
At 1 January	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>
At 31 December	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>

Fixed assets comprise the original cost of buildings in the Parish complex and St. Micheal's Annexe.

#### 8 . Fixed Asset Investments

All fixed asset investments in 2017 and 2016 relate to endowment funds

	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
Carrying at 1 January	9,223	8,310
Additions at cost	-	-
Disposals	-	-
Revaluation gain	837	913
Carrying value at 31 December	<u>10,060</u>	<u>9,223</u>

Investments are represented by CBF Investment Fund Shares

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## PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 9. Debtors and prepayments

	<b>Total Funds 2017</b>	<b>Total Funds 2016</b>
	<b>£</b>	<b>£</b>
Tax recoverable on Gift Aid	11,055	4,128
Hall fees receivable	6,968	4,545
Other (CAF cheque received)	3,000	-
Total	21,023	8,673

#### 10. Cash at bank & in hand

	<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Endowment funds</b>	<b>Total funds 2017</b>	<b>Total Funds 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Barclays current account -PCC	8,114	44,094	-	52,208	72,491
Barclays current account -Talk & Tots	-	-	-	-	4
Lloyds - Fees Account	2,597	-	-	2,597	1,626
CBF Church of England Deposit Fund - PCC	-	375,331	-	375,331	249,363
CBF Church of England Deposit Fund - Evatt	-	-	2,526	2,526	2,289
CBF Church of England Deposit Fund - Hillson	-	-	401	401	366
	10,711	419,425	2,927	433,063	326,139

The Talk and Tots account was closed in January 2017.

#### 11. Creditors & Accruals

	<b>Total Funds 2017</b>	<b>Total Funds 2016</b>
	<b>£</b>	<b>£</b>
CDBF re salaries	4,334	2,004
Other creditors	-	-
Accruals	2,000	2,450
Agency payments	1,335	1,201
Total	7,669	5,655

Accruals relate to utilities and staff expenses

Agency payments are due to the Children's Society re certain Christmas services

# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

### 12. Analysis of Funds

	1 January 2017 £	Incoming resources £	Resources expended £	Transfers *	31 December 2017 £
<b>Unrestricted: General Fund</b>	- 6,395	258,162	- 257,702	30,000	24,065
<b>Restricted Funds</b>					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	179,381	128,745	- 6,181	-	301,945
Holy Trinity Ministry	136,681	285	- 11,884	- 27,600	97,482
St. Michael's Ministry	5,206	-	- 1,478	- 2,400	1,328
Youth & Childrens' Worker	11,629	31,199	- 24,158	-	18,670
	698,897	160,229	- 43,701	- 30,000	785,425
<b>Endowment Funds</b>					
Evatt	8,785	823	-	-	9,608
Hillson	1,328	122	-	-	1,450
Anonymous	1,765	164	-	-	1,929
	11,878	1,109	-	-	12,987
<b>Total</b>	<b>704,380</b>	<b>419,500</b>	<b>- 301,403</b>	<b>-</b>	<b>822,477</b>

\* £30,000 was transferred from the ministry funds to cover an element of the overall general fund expenditure. The ministry funds are defined as for the maintenance and development of the ministry of Holy Trinity/ St. Michael's.

### Analysis of endowment funds

		CCLA Income fund Number of shares	Fixed Asset Investment £	Cash - CBF Deposit £	Total £
Evatt	West window, chancel screen & little window	432	7,082	2,526	9,608
Hillson	Fire insurance & repair of chancel	64	1,049	401	1,450
Anonymous	Fabric of Holy Trinity	118	1,929	-	1,929
		614	10,060	2,927	12,987

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## PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 13. Transactions with trustees and related parties

One of the trustees was paid £350 in relation to work undertaken as part of the quinquennial repairs. None of the other trustees have been paid any remuneration or received any other benefits from an employment with the PCC or a related entity.

No trustees' expenses have been incurred.

There have been no related party transactions other than giving from members of the PCC to the church in the normal course of events as members of the church.

#### 14. 2016 SOFA by Fund Classification

##### Incoming resources

###### Income and endowments from:

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2016 £
Voluntary income	181,497	35,255	-	216,752
Church activities	90,664		-	90,664
Activities for generating funds	8,875	-	-	8,875
Investment income	3	1,235	168	1,406
Other	2,090	-	-	2,090
<b>Total</b>	<b>283,129</b>	<b>36,490</b>	<b>168</b>	<b>319,787</b>

##### Resources expended

###### Expenditure on:

Church activities	272,480	4,969	-	277,449
Costs of generating funds	86	-	-	86
<b>Total</b>	<b>272,566</b>	<b>4,969</b>	<b>-</b>	<b>277,535</b>

##### Net income/(expenditure) before investment gains

10,563	31,521	168	42,252
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##### Investment gains

-	-	913	913
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##### Transfers between funds

-	-	-	-
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##### Net movement in funds

<b>10,563</b>	<b>31,521</b>	<b>1,081</b>	<b>43,165</b>
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##### Reconciliation of funds:

-	16,958	667,376	10,797	661,215
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##### Total funds carried forward

<b>-</b>	<b>6,395</b>	<b>698,897</b>	<b>11,878</b>	<b>704,380</b>
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# PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

<b>15. 2016 Balance Sheet by Fund Classification</b>	<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Endowment funds</b>	<b>Total funds 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>				
Tangible assets	-	366,000	-	366,000
Investments	-	-	9,223	9,223
<b>Total fixed assets</b>	-	366,000	9,223	375,223
<b>Current assets</b>				
Stock	-	-	-	-
Debtors	8,673	-	-	8,673
Investments	-	-	-	-
Cash in bank and in hand	- 9,413	332,897	2,655	326,139
<b>Total current assets</b>	- 740	332,897	2,655	334,812
<b>Creditors: Amounts falling due within one year</b>	5,655	-	-	5,655
<b>Total net assets</b>	- 6,395	698,897	11,878	704,380
<b>Represented by:</b>				
Unrestricted funds	- 6,395	-	-	- 6,395
Restricted funds	-	698,897	-	698,897
Endowment funds	-	-	11,878	11,878
<b>Total funds</b>	- 6,395	698,897	11,878	704,380

### Analysis of endowment funds

	CCLA Income fund			Total
	Number of shares	Fixed Asset Investment	Cash - CBF Deposit	
		£	£	£
Evatt	432	6,496	2,289	8,785
Hillson	64	962	366	1,328
Anonymous	118	1,765	-	1,765
	614	9,223	2,655	11,878