

# **Parochial Church Council of St Barnabas Church Purley**

## **Financial Statements for the Year Ended 31 December 2009**

<b>Contents</b>	<b>Page</b>
<b>Statement of Financial Activities for the Year Ended 31 December 2009</b>	<b>2</b>
<b>Balance Sheet at 31 December 2009</b>	<b>2</b>
<b>Notes to the Financial Statements for the year ended 31 December 2009</b>	<b>3 to 7</b>
<b>Independent Examiners report</b>	<b>8</b>

**Statement of Financial Activities for the Year Ended 31 December 2009**

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	2009 Total Funds	2008 Total Funds
		£	£	£	£	£
<b>Incoming Resources</b>						
Voluntary Giving (Direct Giving)	2(a)	40,139	2,016		<b>42,155</b>	46,186
Other Voluntary Giving	2(b)	0	1,000		<b>1,000</b>	1,500
Gross Income from Events & Activities	2(c)	14,227	1,692		<b>15,919</b>	11,384
Income from Trading	2(d)	16,401	0		<b>16,401</b>	16,149
Other Ordinary Income	2(e)	958	0		<b>958</b>	0
Income from Investment	2(f)	169	0	224	<b>393</b>	2,425
<b>Total Incoming Resources</b>		<b>71,894</b>	<b>4,708</b>	<b>224</b>	<b>76,826</b>	77,644
<b>Resources Used</b>						
Grants & Subscriptions	3(a)	100	2,632		<b>2,732</b>	1,000
Support Costs	3(b)	0	194		<b>194</b>	170
Directly Related to Work of Church	3(c)	40,973	0		<b>40,973</b>	44,456
Buildings and Grounds Expenses	3(d)	25,771	6,561		<b>32,332</b>	22,949
Fund raising & Publicity	3(e)	4,546	0		<b>4,546</b>	2,095
Church Management & Administration	3(f)	4,060	0		<b>4,060</b>	3,388
<b>Total Resources Used</b>		<b>75,450</b>	<b>9,387</b>	<b>0</b>	<b>84,837</b>	74,058
<b>Net Incoming/(Outgoing) Resources</b>		<b>(3,556)</b>	<b>(4,679)</b>	<b>224</b>	<b>(8,011)</b>	3,586
Interfund Transfers		<b>224</b>		<b>(224)</b>	<b>0</b>	0
<b>Net Movement of Funds</b>		<b>(3,332)</b>	<b>(4,679)</b>	<b>0</b>	<b>(8,011)</b>	3,586
Balances b/f 1 January 2009		<b>33,289</b>	<b>9,261</b>	<b>14,748</b>	<b>57,298</b>	53,712
<b>Balances c/f 31 December 2009</b>		<b>29,957</b>	<b>4,582</b>	<b>14,748</b>	<b>49,287</b>	57,298

**Balance Sheet at 31 December 2009****Current Assets**

		2009	2009	2008	2008
Debtors	7	7,008		4,107	
Central Board of Finance Deposit		10,518		17,410	
National Westminster Bank		6,928		17,993	
Barclays Bank		10,957		3,746	
Hurst-Zust Fund (RSDCT)		14,748		14,748	
Petty Cash		250	<b>50,409</b>	131	58,135

**Liabilities: Amounts due within one year****Net Current Assets****Funds:**

Unrestricted	6,9	<b>29,957</b>			33,289
Restricted	6,9	<b>4,582</b>			9,261
Endowment	6,9	<b>14,748</b>			14,748
		<b>49,287</b>			57,298

Approved by Parochial Church Council of St Barnabas Church Purley on 15 March 2010 and signed on its behalf by

Tim Kidd

Roy Stevenson

The Notes on pages 3 to 7 form part of these financial statements

**Notes to the Financial Statements for the year ended 31 December 2009**

**Note 1 Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2005

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

**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 donations or grants that may only be expended for the specific object for which they were given

*Unrestricted Funds* are general funds which can be used for PCC ordinary purposes

**Incoming resources**

Planned giving, collections and donations are recognized when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Interest income is accrued All other income is recognized when it is receivable.

**Resources Expended**

Grants and donations are accounted for when paid over, The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross

**Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s 96 (2) (a) of the Charities Act 1993.

Moveable church furnishings held by the 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). There is insufficient cost information for anything acquired prior to 2007 and therefore such assets are not valued in the accounts . Subsequently no item has cost more than £1000 so all such expenditure has been written off as incurred.

Items of equipment used within the church has cost less than £1000 has been written off as incurred. Other items are capitalised and depreciated over a 4 year period on a straight line basis

**Notes to the Financial Statements for the year ended 31 December 2009 - continued**

<b>Note 2. Incoming Resources</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>2009 Total Funds</b>	<b>2008 Total Funds</b>
<i>2(a) Voluntary Income (Direct Giving)</i>					
Gift Aid Planned Giving	22,331			<b>22,331</b>	24,286
Income Tax Recoverable on Gift Aid PG	6,284			<b>6,284</b>	7,321
CAF/GAYE	6,969			<b>6,969</b>	8,005
Other Planned Giving	612			<b>612</b>	824
Collections at Services	3,106	1,016		<b>4,122</b>	2,928
Sundry Donations	837	1,000		<b>1,837</b>	2,822
	<b>40,139</b>	<b>2,016</b>		<b>42,155</b>	<b>46,186</b>
<i>2(b) Other Voluntary Income</i>					
Grants from Trusts		1,000		<b>1,000</b>	1,500
		<b>1,000</b>		<b>1,000</b>	1,500
<i>2(c) Gross Income from Events &amp; Activities</i>					
Fundraising Activities	11,282	1,692		<b>12,974</b>	7,839
Ichthus Magazine	812			<b>812</b>	986
Fees (Net)	53			<b>53</b>	90
Parish Breakfast	240			<b>240</b>	377
S&GPA Repayment of BPHQ costs	1,840			<b>1,840</b>	2,092
	<b>14,227</b>	<b>1,692</b>		<b>15,919</b>	11,384
<i>2(d) Income from Trading</i>					
Church Hall Lettings	9,965			<b>9,965</b>	10,599
BPHQ Lettings:	6,436			<b>6,436</b>	5,550
	<b>16,401</b>			<b>16,401</b>	16,149
<i>2(e) Other Ordinary Income</i>					
Insurance Claim	958			<b>958</b>	
	<b>958</b>			<b>958</b>	
<i>2(f) Income from Investments</i>					
Interest from CBF	108		224	<b>332</b>	1,745
Interest from NWB	61			<b>61</b>	680
	<b>169</b>		<b>224</b>	<b>393</b>	2,425
<b>Total Incoming Resources</b>	<b>71,894</b>	<b>4,708</b>	<b>224</b>	<b>76,826</b>	77,644

**Notes to the Financial Statements for the year ended 31 December 2009 - continued**

<b>Note 3. Resources Used</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>2009 Total Funds</b>	<b>2008 Total Funds</b>
<i>3(a) Grants &amp; Subscriptions</i>					
Subscriptions	100			<b>100</b>	
Grants to Charities		1,616		<b>1,616</b>	1,000
Collections paid to Charities		1,016		<b>1,016</b>	
	<b>100</b>	<b>2,632</b>		<b>2,732</b>	1,000
<i>3(b) Support Costs</i>					
Work with under 5's		194		<b>194</b>	170
		<b>194</b>		<b>194</b>	170
<i>3(c) Directly Related to Work of Church</i>					
Diocesan Quota	37,910			<b>37,910</b>	41,603
Clergy Expenses	473			<b>473</b>	383
S P A Training					450
Sanctuary and Services	969			<b>969</b>	1,193
Social Committee	153			<b>153</b>	267
Choir and Organist	220			<b>220</b>	560
Church Equipment	1,248			<b>1,248</b>	
	<b>40,973</b>			<b>40,973</b>	44,456
<i>3(d) Buildings and Grounds Expenses</i>	3(d)				
Church Insurance	1,682			<b>1,682</b>	1,636
Church Maintenance	2,996			<b>2,996</b>	5,784
Memorial Garden and Steps	8,196	6,400		<b>14,596</b>	0
Upkeep of Church Grounds	1,196	161		<b>1,357</b>	0
Church Heat, Light, Water and Waste	1,195			<b>1,195</b>	774
Hall expenses	5,504			<b>5,504</b>	9,640
BP HQ expenses	4,680			<b>4,680</b>	4,786
Organ and Piano Tuning	322			<b>322</b>	329
	<b>25,771</b>	<b>6,561</b>		<b>32,332</b>	22,949
<i>3(e) Fundraising &amp; Publicity</i>	3(e)				
Church Publicity	174			<b>174</b>	
Parish Magazine Costs	63			<b>63</b>	
Fundraising Costs	4,309			<b>4,309</b>	2,095
	<b>4,546</b>			<b>4,546</b>	2,095
<i>3(f) Church Management &amp; Administration</i>	3(f)				
Administrator	1,800			<b>1,800</b>	1,674
Printing and Stationery	1,269			<b>1,269</b>	1,161
Telephones	235			<b>235</b>	387
Utilities	181			<b>181</b>	166
Govenance costs	575			<b>575</b>	
	<b>4,060</b>			<b>4,060</b>	<b>3,388</b>
<b>Total Resources Used</b>	<b>75450</b>	<b>9387</b>		<b>84837</b>	74058

**Notes to the Financial Statements for the year ended 31 December 2009 - continued****Note 4: Staff Costs**

During the year the PCC shared the cost of one part-time Administrator (the personnel changed in mid-year) with the parish of All Saints' Kenley; and employed part-time cleaners for the Church Hall and BP HQ . Staff costs in 2009 totalled £3,774 (2008 £3,453).

**Note 5: Fixed Assets for use by the PCC**

The main fixed assets for use by the PCC are the Church Hall and the BP Headquarters. Both these buildings are more than 50 years old and, as explained in Note 1, are therefore held on depreciated historical cost basis as zero value. The current valuations for fire insurance purposes are: Church and Church Hall (including contents ) £1,961,597; BP Headquarters (including subsidiary buildings but only a token amount for contents) £502,169

**Note 6: Analysis of Net Assets by Fund**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total Funds</b>
	£	£	£	£
Fixed Assets				0
Current Assets	<b>28,835</b>	<b>4,582</b>	<b>14,748</b>	<b>48,165</b>
Current Liabilities	<b>(1,122)</b>			<b>(1,122)</b>
Totals	<b>29,957</b>	<b>4,582</b>	<b>14,748</b>	<b>49,287</b>

**Note 7: Debtors**

	<b>2009</b>	2008
	£	£
HMRC (Tax Due on Gift Aid)	<b>3310</b>	2,536
Insurance Claim	<b>720</b>	0
Hall Lettings	<b>1042</b>	299
Scout & Guides Parents Association	<b>0</b>	712
All Saints Kenley (Office Costs)	<b>1857</b>	505
Sundries	<b>79</b>	55
Totals	<b>7,008</b>	4,107

**Note 8: Liabilities - Amounts due - less than 1 year**

	<b>2009</b>	2008
	£	£
Electricity (Church & Halls)	<b>640</b>	614
All Saints Kenley (Vicarage Telephone)	<b>150</b>	88
Rev R Hagon Expenses .	<b>90</b>	70
Sundries	<b>232</b>	65
<b>Totals</b>	<b>1112</b>	837

**9 Support for Charities**

The amounts raised for Charities, which have been reported in the accounts represent monies raised for the Child Orphanage in India, Jeel Al Amal Orphanage in Palestine, and Crisis totalling £2692, which included a grant from POST of £1000. Most of the funds raised were paid to the charity concerned, the only funds still to be sent is for the Child Orphanage and these are shown in the Charity Restricted fund - see note 10 below

In addition there were a number of special collections this year, namely at the funerals of 3 of the Church members and the Bishops Lent appeal totalling £1016. All these funds have been paid to the selected charities

In 2009 the PCC continued the practice of encouraging the raising of money for various outside charities by special collections and fund-raising activities. This money is not included in the above accounts, since it was never a resource owned by the PCC; much of it is passed directly to the charities concerned. The amount raised this year was £2,950 .

**Notes to the Financial Statements for the year ended 31 December 2009 - continued**

The charities supported in this way included the Children's Society (including the Christingle collection), the Leprosy Mission, the Round Table "Swimathon", Christian Aid (additional to the above), Macmillan Cancer Relief and the British Legion Poppy Appeal. The aggregate of the above came to £2800. Gifts in kind were also made to a Women's Refuge, and MIND.

**Note 10: Fund Details**

Since September 2002 there has been only one *Unrestricted Fund*, the General Fund, which handles all day-to-day income and expenditure. At the end of the year, the General Fund stood at £29,912

The *Restricted Funds* comprised (with balances at year-end):

	<b>31 December 2009</b>	<b>2009 Receipts</b>	<b>2009 Payments</b>	<b>31 December 2008</b>
The Garden Fund			6,400	6,400
The Vicar's Discretionary Fund	1,656			1,656
The Pre-School Fund	784		194	978
The Access Improvement Fund	123			123
The Flower Fund	104			104
The Bill Gilbert Memorial Fund	884	1,000	116	
The Charity Fund	1,076	2,692	1,616	
<b>Total Restricted Funds</b>	<b>4,627</b>	<b>3,692</b>	<b>8,326</b>	<b>9,261</b>

The **Garden Fund** was created in 2007 by generous donations from the Cruttwell family, to finance a new Memorial Garden and associated access works. Works began in January 2009 and the fund was fully used during 2009

The **Vicar's Discretionary Fund** is used for charitable donations at the Vicar's discretion, and is itself financed by special donations. There was no activity in this fund in 2009

The **Pre-School Fund** was inherited from an old Pre-School Group when it was wound up more than 10 years ago. It is restricted to use on work with the under-5s. There was one payment from this fund in 2009.

The **Access Improvement Fund** dates from April 2004, and was opened in anticipation of major expenditure on toilets for use by the disabled in the two halls, which were duly completed in 2005. There was further heavy expenditure in 2007 on widening the driveway etc. which almost exhausted the Fund. There were no drawings in 2009. This fund will be closed in 2010 following the improvements to the Hall toilets.

The **Flower Fund** came into existence in August 2006 with a specific donation of £165. It is planned to use these funds in 2010 to plant shrubs adjacent to the memorial garden

The **Charity Fund** has been established in 2009, predominantly to administer the funds received and raised for the Child orphanage in Chennai and the Jeel Al Amal orphanage in Palestine. The surplus at the end of the year represents money due to be paid to the Child Orphanage which will be sent out to India shortly.

The **Bill Gilbert Memorial Fund**, this generous donation is to be used in consultation with the family of Bill, it was in 2009 used to partly finance the cost of the Christmas lights and the balance will be used for improvements in the Church and grounds in 2010

The **Endowment Fund** is known as the "Hurst - Zust Fund" and is derived from the proceeds of sale of a second clergy house in Higher Drive many years ago. Under the terms of the bequest, the PCC may draw on the income arising on the funds assets, but cannot touch the capital sum £14,748. The fund is administered by a Southwark Diocesan authority, acting as custodian trustee.

## **Independent Examiners report to the PCC of St Barnabas Purley**

This report on the financial statements of the PCC for the year ended 31st December 2009, which are set out on pages 2 to 7 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s 43 of the Charities Act 1993 ("the ACT")

### **Respective Responsibilities of the PCC and the Examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and s 43 (2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the Regulations.

### **Basis of the Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under s 43 (7) (b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items for disclosures in the financial statements and seeking from you as trustee explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **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 (a) keep accounting records in accordance with section 41 of the Act ; and (b) prepare financial statements, which accord with the accounting records and comply with the Act and the Regulations have not been met

**2** to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

R George

48 Higher Drive Purley

15 March 2010