**of**

**The Parochial Church Council of the Ecclesiastical Parish of**

**St Jude’s Church, Chicheston**

**St Jude’s Church, Hope Avenue, Chicheston CH1 3CB**

Registered Charity no. 123456

**For the year ended 31st December 2019**

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| --- | --- |
| Website: | stjudeschicheston.org.uk |
| Incumbent: | The Revd O Slope  The Rectory 27 Hope Avenue Chicheston CH1 3CP |
| Independent examiner: | Mr E Grabbitt  4 Greenback Lane Chicheston CH2 8EB |
| Bankers: | The Caring Sharing Bank  High Street Starbridge ST8 6WT |

**St Jude’s, Chicheston**

**Trustees Annual Report for 2019**

**Our aims and purposes as a charity**

The PCC has the responsibility of co-operating with the incumbent, the Revd Obadiah Slope, in:

* The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
* Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
* To know Jesus better and make Him better known;
* Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;
* Providing financial support those in need and, to other organisations with similar objectives.

The PCC also contributes to the maintenance and some of the running costs of a separately-constituted charity known as St Mary’s House, The Green, Chicheston.

**What we planned to do to achieve our charitable objectives**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission’s guidance on public benefit and, in particular, the specific guidance on ‘charities for the advancement of religion’.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For 2019 we discussed and planned the following objectives and activities to fulfil our aims:

* Enabling as many people as possible to worship at our church
* Enabling as many people as possible to become part of our parish community
* Teaching, baptising and nurturing new and existing believers
* Maintaining an overview of worship throughout the parish
* Considering how services can involve the many groups that live within the parish
* Putting faith into practice, through prayer and scripture, music and sacrament
* Offering worship and prayer, learning about the Gospel, in small group situations
* Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
* Provision of pastoral care for people living in the parish
* Providing assistance to the poor and needy of the parish
* Giving grants to missionary organisations
* Reaching out to the unchurched through provision of the village fete and offering food and fun at Harvest
* Maintaining the fabric of the church building as a historic centre and focus of life in the village.

**What we achieved and how we affected beneficiaries’ lives**

***Attendance at worship***

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The average regular weekly attendance, counted during October was 202 adults and 34 children, with the number increasing on both Harvest Sunday and All Saints Sunday. Over the course of the year we have seen a steady rise in service attendance and it has been a great encouragement to welcome new families to St. Jude’s.

*“I was made really welcome as I had just come out of the Night Shelter, this church is absolutely fab... “ ……..AB*

We look to encourage the deepening of faith for all ages, and alongside our services there is a programme for young people from crèche through to teenagers to join in with. Our youth work is especially varied with 4D (4th Dimension) open to Year 8+ and meeting on alternate Sunday evenings to complement the fortnightly Sunday morning group.

*‘Just wanted to say thank you for the 4D group you ran tonight – R has literally burst into the house fizzing with excitement’…VN via Facebook*

Christmas is a very special time of celebration where many sections of the community come together to join in the services. Children and adults alike join in and memories are made. All bar one of the services held in the run up to Christmas in 2019 saw the largest congregations of the last five years.

Likewise at Easter we saw record numbers of families attending our Messy Church Good Friday morning service (73 adults, 80 children) and very busy services on Easter Sunday itself. This has confirmed our desire to restructure the balcony to allow more seating for the community as well as the regular congregation at these special events.

The new format for services seems to have been a success with an increase in numbers attending. The numbers regularly attending has risen from 67 to 83 and it is a joyful encouragement to welcome new families to the church.

We continued our emphasis upon the family and the children’s ministry. The Youth Group, Zap, has a thriving group of 14 younger people (aged 10 – 16), who attend regularly and take part in a variety of activities, including May Camp.

***Teaching, baptising and nurturing new and existing believers***

It was with great delight that we celebrated the baptism of 2 people who had come to faith for the first time and, 2 more who re-dedicated their lives to the Lord Jesus Christ during the year.

In 2019 there have been 4 weddings and 1 wedding blessing; 2 church funerals with 13 other funerals conducted for parishioners; 4 burials of ashes; 28 baptisms and 5 candidates confirmed.

A greater number of the church family have been involved in leading various aspects of worship, lending great encouragement to those involved, as well as the whole congregation. We continue to seek to extend the opportunities for the exercise of ministry and gifts within the life of our community. We obtained ‘Permission to Preach’ for a further 2 members of the congregation, raising the total to 5.

In September over 130 adults and children went away to Ashburnham Place in East Sussex for our Church Weekend away. The benefits were twofold; firstly, learning from guest speakers more about living life as a Christian and then secondly members from different congregations had the opportunity to socialise, get to know (more) people at a deeper level, share experiences, and spend leisure time and meals together as much or as little as each individual preferred. Attendees were asked to pay 50% of the cost of the event on booking, and at a later date all church members were invited to make gifts towards the balance of the overall cost. The church supported several people to attend the weekend by paying their whole cost and, the costs of the whole event were fully covered.

***Evangelism and outreach***

A highlight of our year is a totally free Fun Day for the community around us and it is enjoyed by many. It is held on our lawns and inside the church is set with chairs and tables for visitors to enjoy free refreshments. We have a variety of bouncy castles which are incredibly popular with the younger visitors, nail art and face painting, and a hot dog and burger barbecue area. Fun day in 2019 was a beautifully hot day and brought us so many visitors (400-500 adults and children) that we twice had to purchase more barbecue food!

At the back of the church are two large display areas where two local schools (XXXX Primary and ZZZZ Primary – both Community Schools and not Church of England) display art in keeping with the church season. This connects families with the church and provides strong links with the schools involved. Christmas school assemblies and Christmas performances also take place within St. Jude’s to complement the acts of collective worship the Vicar takes in each school.

*“My life changed when I walked into St Jude’s Church”*

*Mrs E….*

We hold Alpha courses where people can explore the Christian faith in the local NNNN Club, a social, sports and business club. We chose the NNNN Club as it is a neutral venue frequented by many, and perhaps a more familiar place in which to explore Christianity than our church. The whole of our Parish is leafleted in the run up to the course and anyone is able to attend. A 2 course meal, a drink on arrival and tea/coffee after the meal are all provided free of charge for course participants. The course runs for 11 weeks and includes a free day away at St. Matthew’s in Needham. In 2019 we ran two courses and 8 who participated have become integrated into the worshipping community of the church.

***Provision of the church building for people to enjoy***

We celebrated 4 baptisms, 2 weddings and 3 funerals in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The main focus this year has been to explore ways in which the church building can be used for events in addition to services. Due to bad weather in August, the church was used by the local community to hold the annual Picnic in the Park, welcoming in excess of 500 people and children to activities throughout the day and establishing the reorganised building as a focus for the community to use in the future.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end the church building is always open and the many entries in the Visitors’ Book testify to this.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades.

*“I’ve been coming to this church for 40 years and am so glad to hear that the repairs are being done. It’s such a lovely building…” Bob R*

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

**Spatial reordering of the church building and future projects**

The church family has a plan to enhance the audio visual equipment, replacing some elements where necessary. This will enable a more modern approach to services, whilst protecting those who prefer the alternative approach to worship through hymn books and leaflets.

These are significant changes to our approach to family worship but, our parish is currently in a good position to begin the new work. Ongoing decisions made in faith, to adopt and encourage the Diocesan Strategy of re-imaging of ministry and, to modernise our church building, point to a hopeful future but, will require the continued spiritual and financial commitment from all of us, to see it realised.

***Provision of pastoral care for people living in the parish***

The Pastoral Care Team, chaired by DDDD, is responsible for hospital visits and home communions. The team also visits 3 care homes locally where monthly communion services are held for those too frail to attend the church. About 25 people make use of these services.

We have a team of 6 church members who have dedicated themselves to the work of the Street Pastors organisation in the town. Regularly they sacrifice their time and energies to caring, listening and helping people who remain out in the streets late at night.

***Provision of tangible support to the poor and needy***

*“Ah, St Jude’s, we can always depend on you, for food donations”*

*House Manager, NNN Homeless Project*

Especially encouraging was this year’s Harvest festival where the children presented their gifts by themselves. The church donates the produce and other gifts at Harvest, to the NNN Homeless Project.

Church members responded to provide many tins of soup, toiletries and other essentials for the Sxxxxxx Project’s Romania outreach.

***Other charitable giving***

Under the trust deed of the Simon Wetherby Memorial Trust, the PCC continues to identify beneficiaries for the income whose objective is assist the education of the poor of the parish. This year £x,xxx was received as income from the investments of the trust, and three beneficiaries were identified to be in need of the provision that it provides. Income not yet allocated amounts to £xxx, which will be added to the grants to be paid out during 2018.

The church holds two old trust funds: The AAA Bequest, for the relief of poverty in the parish and, the BBBB Trust to pay for the education of children of the parish. This year £x,xxx was received as income from the investments of the AAA Bequest and 2 grants were made to assist with heating bills during the Winter months. £xxx was received as income from the investments of the BBBB Trust and, 2 grants were made to enable the purchase of suitable clothing and equipment, for 2 children to attend the local Church of England Primary School. Income not yet allocated amounts to £x, which will be added to the grants to be paid out during 2018.

The parish magazine continues to be distributed to all households in the parish, free of charge. This helps to maintain links between the church family and those who have not yet felt the need to take part in what we do.

During the year £2,500 was raised for the Christian Aid famine appeal. The church family has supported many other mission and charitable societies, amounting to £9,300, including the Bible Society, Mission to Seafarers, NNN Churches Homeless mission, Chichester Diocesan Family Support Work, the Children’s Society, Combat Stress, Macmillan Nurses, Alzheimer’s Society and the Chicheston Mayoral Fund for their chosen charities.

**Financial Review**

The total receipts on general unrestricted funds received were £109,025 and are detailed in the Financial Report.

The planned giving though envelopes and banker’s orders increased by 8% and it was good to see the use of Gift Aid through the Parish Giving Scheme. Our total voluntary income including tax recovered, but excluding legacies increased by 3%.

The PCC was grateful to receive a legacy of £10,000 from the estate of Sir Humphrey Weldon. Sir Humphrey always gave much support and encouragement to the mission of the church and his wit and enthusiasm will be sadly missed. The legacy will be used to place a memorial to his commitment to the life of the church community on the wall of the church, with the remainder being allocated to repairs to the South window.

The PCC was grateful for various smaller donations to the Fabric Fund, amounting in total to £15,800. These will be allocated to the important repairs to the South window, as mentioned above. The window has been letting in water during poor weather and the PCC is very grateful that the repairs can be commenced in the Spring of 2019.

***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC was the sum of £71,883 paid to the diocese for our share of all churches’ Parish Ministry Costs. This year the contribution from St Jude’s increased by 1.3% on the previous year and the church is meeting 100% of the costs allocated to this church compared with 89% paid last year.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

***Staff costs***

The PCC pays for a Verger who opens and makes ready the building for community activities, a gardener who keeps the environs of the church welcoming, colourful and tidy and, 2 organists.

Further details are provided in the notes to the accounts.

***Trustee payments and expenses***

The PCC also supported the clergy by paying Council Tax of £2,200, Water and environmental charges amounting to £650 for the Vicarage plus other annual costs towards travel, hospitality, telephone, postage and broadband amounting to a little over £2,600.

Miss J. Joshua, who is also a trustee, received £4,000 for her duties as parish Organist.

Reverend PQRS, as a trustee, received refund of expenses amounting to £446, broken down between travel £271; hospitality £101; postage and stationery £75. Two other trustees received £894 for telephone and travelling bills.

There were no payments to persons related to or connected to, the trustees.

***Office costs***

The PCC also approved the purchase of a new photocopier, costing £1,620, replacing the old one which was breaking down and failing to perform in the way that it used to, beginning to use too much toner and failing to feed the paper properly. It is expected that the new lease will reduce operating expenditure by £304 per year.

***Repairs to the fabric of the church building***

The condition of the nave roof continues to be a cause for concern and a detailed report on its condition will be prepared by the architect at the next routine inspection in April 2019. It is anticipated that, although routine repairs have been carried out regularly, there will be a need for major structural renewal. The PCC has begun by designating £20,000 from general income in the hope that an urgent appeal can be avoided.

*“I’ve been coming to this church for 40 years and am so glad to hear that the repairs are being done. It’s such a lovely building…”*

*Bob R*

During 2019, general funds amounting to £20,000 were set aside in a designated fund to accumulate sufficient money to pay for the impending cost of repairs to the nave roof, expected to begin late 2019 or early 2020. At the end of 2019 the total in this fund amounted to £xxxxxxx. In addition to this reserve, the restricted fabric fund amounting to £87,050 is retained towards those costs as well. We expect to set aside further sums in the coming months, to provide for well over £120,000 for this major cost.

During 2019, general funds amounting to £20,000 were set aside in a designated fund to begin accumulating money for the planned re-ordering mentioned earlier in this report. We intend to begin specific re-ordering appeals to raise further funds in 2019.

**Why we hold some money in reserve**

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months’ worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £15,150 this year did not achieve this, although we still expect to have sufficient cash flow to continue to pay bills when they fall due.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. This year £14,750 was invested temporarily at 31st December.

It is PCC policy to designate the net income from the church boxes and wall safe, which can be largely attributed to visitors to the church, for fabric repairs, including those identified in the Quinquennial Inspection.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on restricted purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. The legacy of £10,000 from Sir Humphrey Weldon falls into this category. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until the need for expenditure is identified.

**Risk Management**

The PCC consider that the principal risks and uncertainties are:

* The need to fund unexpected costs associated with the church's listed buildings such as those arising from the failure of the church's heating system in January 2019.
* An unexpected fall in income, particularly given the dependence of the church on a limited number of major regular donors.
* How to provide facilities for the growth in children's and youth activities associated with the church.
* The requirement to find volunteers and staff with the appropriate skills, time and commitment to support the ministry of the congregation.
* Due to the nature of the St Jude's vision, there is an above average interaction with vulnerable people.
* Organisations outside the control of the PCC could have a direct and material impact on St Jude, Chicheston. Two primary examples of such bodies are Holy Trinity, Benton, which is the other church in the joint benefice and St Jude’s Church of England Aided Primary School.

The PCC seeks to manage these risks and uncertainties by regularly reviewing its Mission Action Plan and its plans for the use of the church buildings. The Standing Committee has also begun to develop a ten-year plan for the parish which in due course will be presented to the PCC for discussion. These plans take into consideration the relationship with Holy Trinity and the church school.

The church maintains its properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

There is a continuing programme which emphasises God's generosity to the congregation and the need for the congregation to respond to that generosity in their own giving through time, talents and money. The PCC also proactively seeks grants to support its activities. With regard to finding volunteers, the Standing Committee has put in place succession planning and training programmes within the congregation, for example the formation of a Finance Committee.

Due to the above average exposure to vulnerable people, St Jude's follows diocesan guidance on these matters, the PCC receives and discusses regular reports and utilises the specialist skills and knowledge of people within the congregation.

**Structure, governance and management of the charity**

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

**OR**

The PCC is a charity but is excepted from registering with the Charity Commission within the meaning of the section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

*Ex Officio members*

Incumbent: The Revd Obadiah Slope Chairman

Curate: The Revd Deborah Judge

Reader: Mr Adam Agrippa

Wardens: Mrs Bathsheba Babylon

Mr Caleb Cornelius Vice Chairman

*Elected Members*

Miss Gomer Goliath (From xxx 2014)

Miss Hannah Hosea Treasurer

Mr Ishmael Isaiah

Miss Jemima Joshua

Mrs Kesia Korah

Miss Leah Lot (Until xxx 2014)

*Deanery Synod*

Mr David Dathan

Mr Eli Emmaus Secretary

Mr Felix Festus

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and xx members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees’ Annual Report was **approved** by the PCC and

signed on their behalf by The Revd. Obadiah Slope, PCC Chairman

………………………………………………………………………………

Date…………………………………………………

**Annual Financial Report**

**of**

**The Parochial Church Council of the Ecclesiastical Parish of**

**St Jude’s Church, Chicheston**

**St Jude’s Church, Hope Avenue, Chicheston CH1 3CB**

Registered Charity no. 123456

**For the year ended 31st December 2019**

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**St Jude’s Church, Chicheston** *registered charity number X123456*

**Summary of Financial Receipts and Payments**

The financial effect of our activities during the year can be summarised as follows

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Unrestricted*** | |  |  | ***Total*** | *Total* |  |
|  | **General** | **Designated** | ***Restricted*** | ***Endowed*** | **All Funds** | *All Funds* |  |
|  | **Fund** | **Funds** | **Fund/s** | **Fund/s** | **2019** | *2018* | *Notes* |
|  | £ | £ | £ | £ | **£** | *£* |  |
| **Income and endowments from:** |  |  |  |  |  |  |  |
| Donations and legacies | 61,565 | - | 5,800 | - | **67,365** | *63,468* |  |
| Charitable activities | 700 | - | - | - | **700** | *-* |  |
| Other trading activities | 8,200 | - | - | - | **8,200** | *13,400* |  |
| Investments | 4,600 | 250 | 1,250 | - | **6,100** | *1,830* |  |
| Other receipts | - | - | - | - | **-** | *-* |  |
|  |  |  |  |  |  |  |  |
| **Total received** | **75,065** | **250** | **7,050** | **-** | **82,365** | *78,698* | *3* |
|  |  |  |  |  |  |  |  |
| **Expenditure on:** |  |  |  |  | **-** |  |  |
| Cost of raising funds | 500 | - | - | - | **500** | *150* |  |
| Charitable costs | 58,885 | - | - | - | **58,885** | *58,514* |  |
| Trading costs | 2,825 | - | - | - | **2,825** | *4,614* |  |
| Other payments | - | - | - | - | **-** | *-* |  |
|  |  |  |  |  |  |  |  |
| **Total paid** | **62,210** | **-** | **-** | **-** | **62,210** | *63,278* | *5* |
|  |  |  |  |  |  |  |  |
| *Reconciliation of funds:* |  |  |  |  |  |  |  |
| **Net income or (net expenditure)** | 12,855 | 250 | 7,050 | - | **20,155** | *15,420* |  |
|  |  |  |  |  |  |  |  |
| Transfers between funds | (2,000) | 2,000 | - | - | - | *-* |  |
| **Net movement in funds** | **10,855** | **2,250** | **7,050** | **-** | **20,155** | *15,420* |  |
| Bank accounts at 1 January | 15,223 | 1,500 | 4,277 | - | **21,000** | *5,580* |  |
| **Bank accounts at 31 December** | **26,078** | **3,750** | **11,327** | **-** | **41,155** | *21,000* | *A&L* |

**St Jude’s Church, Chicheston** *registered charity number X123456*

**Statement of Assets and Liabilities**

Our financial position at the year-end was

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Unrestricted*** | |  |  | ***Total*** | *Total* |  |
|  |  | **General** | **Designated** | ***Restricted*** | ***Endowed*** | **All Funds** | *All Funds* |  |
|  |  | **Fund** | **Funds** | **Fund/s** | **Fund/s** | **2019** | *2018* | ***Notes*** |
|  |  | £ | £ | £ | £ | **£** | *£* |  |
| **Assets:** | |  |  |  |  |  |  |  |
| Bank current account | | 5,028 | - | 800 | 27 | **5,855** | *350* |  |
| CBF Deposit Fund | | 21,050 | 3,750 | 9,000 | 1,500 | **35,300** | *20,650* |  |
| PCC-owned bank balance | | 26,078 | 3,750 | 9,800 | 1,527 | **41,155** | *21,000* | *R&P* |
| Diocesan Assigned Fees received | | 196 | - | - | - | **196** | *-* |  |
| **Total bank and deposit accounts** | | **26,274** | **3,750** | **9,800** | **1,527** | **41,351** | *21,000* |  |
|  |  |  |  |  |  |  |  |  |
| Wedding fees not yet received | | 180 | - | - | - | **180** | *360* |  |
| Local Authority grant for churchyard | | - | - | 300 | - | **300** | *300* |  |
| Gift Aid recoverable | | 2,240 | - | - | - | **2,240** | *2,240* | *11* |
| **Debtors** | | **2,420** | **-** | **300** | **-** | **2,720** | *2,900* |  |
|  |  |  |  |  |  |  |  |  |
| 6000 CBF Investment Fund shares | | 20,000 | - | - | - | 20,000 | *19,250* |  |
| **Investment assets at market value** | | **20,000** | **-** | **-** | **-** | **20,000** | *19,250* |  |
|  |  |  |  |  |  |  |  |  |
| 500 CBF Investment Fund shares | | - | - | - | 5,000 | 5,000 | *4,235* | *8* |
| **Investment assets at cost** | | **-** | **-** | **-** | **5,000** | **5,000** | *4,235* |  |
|  |  |  |  |  |  |  |  |  |
| **Freehold, 36 Church Road** at cost | | **59,000** | **-** | **-** | **-** | **59,000** | *59,000* | *9* |
|  |  |  |  |  |  |  |  |  |
| **Total assets** | | **107,694** | **3,750** | **10,100** | **6,527** | **128,071** | *102,150* | *10* |
|  |  |  |  |  |  |  |  |  |
| **Liabilities:** | |  |  |  |  |  |  |  |
| Unpaid Diocesan fees for weddings/funerals | | 196 | - | - | - | 196 | *-* |  |
| Organ repaired December 2019 | | - | 6,200 | - | - | 6,200 | *-* |  |
| Electricity used since last billed (est'd) | | 400 | - | - | - | 400 | *380* |  |
|  |  |  |  |  |  |  | *-* |  |
| **Total liabilities** | | **596** | **6,200** | **-** | **-** | **6,796** | *380* |  |
|  |  |  |  |  |  |  |  |  |

This Financial Report for the year ended 31st December 2019, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Obadiah Slope, PCC Chairman:

……………………………………….………………………..

Date …………………………………………………………

**St Jude’s Church, Chicheston** *registered charity number X123456*

**Notes to the Financial Report**

**1** The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

**2** The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

**3** Analysis of total received

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Unrestricted** | |  |  | **Total** | *Total* |  |
|  | **General** | **Designated** | ***Restricted*** | ***Endowed*** | **All Funds** | *All Funds* |  |
|  | **Fund** | **Funds** | **Fund/s** | **Fund/s** | **2019** | *2018* | ***Notes*** |
|  | £ | £ | £ | £ | **£** | *£* |  |
| Planned giving (excl. tax refunds) | 39,400 | - | - | - | **39,400** | *27,200* |  |
| Planned giving (no tax refunds) | 4,900 | - | - | - | **4,900** | *4,900* |  |
| Loose cash collections | 5,000 | - | - | - | **5,000** | *3,400* |  |
| Special appeals | 250 | - | 5,800 | - | **6,050** | *9,350* |  |
| Gift Aid recovered | 8,700 | - | - | - | **8,700** | *7,050* |  |
| Summer fete & Christmas bazaar | 565 | - | - | - | **565** | *2,468* |  |
| Christmas music concert | 300 | - | - | - | **300** | *800* |  |
| Legacies | 2,000 | - | - | - | **2,000** | *8,300* | *4* |
| Grants | 450 | - | - | - | **450** | *-* | *4* |
| **Donations and legacies** | **61,565** | **-** | **5,800** | **-** | **67,365** | *63,468* |  |
| Fees for weddings & funerals | 700 | - | - | - | **700** | *300* |  |
| **Charitable activities** | **700** | - | - | - | **700** | *300* |  |
| Summer fete & Christmas bazaar | 565 | - | - | - | **565** | *2,468* |  |
| Christmas music concert | 300 | - | - | - | **300** | *800* |  |
| Sales of the parish magazine | 1,000 | - | - | - | **1,000** | *1,005* |  |
| Temporary letting of property | 3,600 | - | - | - | **3,600** | *3,600* |  |
| Bible study notes | 100 | - | - | - | **100** | *95* |  |
| Church centre hiring fees | 1,850 | - | - | - | **1,850** | *3,800* |  |
| Magazine advertisement fees | 700 | - | - | - | **700** | *1,000* |  |
| Bookstall sales | 85 | - | - | - | **85** | *32* |  |
| **Other trading activities** | **8,200** | **-** | **-** | **-** | **8,200** | *13,400* |  |
| Bank & CBF deposit interest | 150 | 250 | 950 | - | **1,350** | *1,100* |  |
| CBF investment fund dividend | 4,450 | - | 300 | - | **4,750** | *730* |  |
| Letting of investment property | - | - | - | - | **-** | *-* |  |
| **Investments** | **4,600** | **250** | **1,250** | **-** | **6,100** | *1,830* |  |
| Other receipts | - |  |  |  | **-** | *-* |  |
| **Total received on all funds** | **75,065** | **250** | **7,050** | **-** | **82,365** | *78,698* |  |
|  |  |  |  |  |  |  |  |

**4** Legacies include a bequest from the estate of the late Sir Humphrey Weldon to be applied for repairs to the South window and the grant was from the Parish Council for the upkeep of the churchyard

**St Jude’s Church, Chicheston** *registered charity number X123456*

**Notes to the Financial Report**

**5**  Analysis of total paid

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Unrestricted** | |  |  | **Total** | *Total* |  |
|  | **General** | **Designated** | ***Restricted*** | ***Endowed*** | **All Funds** | *All Funds* |  |
|  | **Fund** | **Funds** | **Fund/s** | **Fund/s** | **2019** | *2018* | ***Notes*** |
|  | £ | £ | £ | £ | **£** | *£* |  |
| Summer fete expenses | 300 | - | - | - | **300** | *150* |  |
| Concert posters & musicians expenses | 200 | - | - | - | **200** | *-* |  |
| Other appeals expenses | - | - | - | - | **-** | *-* |  |
| **Cost of raising funds** | **500** | **-** | **-** | **-** | **500** | *150* |  |
| Charitable grants and donations | 2,550 | - | - | - | **2,550** | *2,500* | *6* |
| Parish share to Chichester Diocese | 41,500 | - | - | - | **41,500** | *39,050* | *7* |
| Salaries and honoraria incl NI | 1,900 | - | - | - | **1,900** | *3,766* |  |
| Clergy and other people's expenses | 2,200 | - | - | - | **2,200** | *3,300* |  |
| Mission & evangelism costs | 1,900 | - | - | - | **1,900** | *1,800* |  |
| Sunday school/Children's work | 220 | - | - | - | **220** | *180* |  |
| Insurance | 1,280 | - | - | - | **1,280** | *1,100* |  |
| Water, Gas, Electricity, and Oil | 2,800 | - | - | - | **2,800** | *2,600* |  |
| Printing & photocopying | 220 | - | - | - | **220** | *205* |  |
| Other regular church running costs | 815 | - | - | - | **815** | *715* |  |
| Accounting and Examiner's fees | 1,300 | - | - | - | **1,300** | *1,200* |  |
| Church maintenance & redecoration | 2,200 | - | - | - | **2,200** | *2,098* |  |
| New building work | - | - | - | - | **-** | *-* |  |
| **Charitable costs** | **58,885** | **-** | **-** | **-** | **58,885** | *58,514* |  |
| Summer fete expenses | 300 | - | - | - | **300** | *150* |  |
| Concert posters & musicians expenses | 200 | - | - | - | **200** | *-* |  |
| Church hall caretaking & cleaning | 1,000 | - | - | - | **1,000** | *970* |  |
| Hall maintenance & redecoration | - | - | - | - | **-** | *2,400* |  |
| Magazine printing | 880 | - | - | - | **880** | *870* |  |
| Bookstall costs | 85 | - | - | - | **85** | *44* |  |
| Other trading costs | 360 | - | - | - | **360** | *180* |  |
| **Trading costs** | **2,825** | **-** | **-** | **-** | **2,825** | *4,614* |  |
| Other payments |  |  |  |  |  |  |  |
| **Total paid on all funds** | **62,210** | - | - | - | **62,210** | *63,278* |  |

**6** Charitable grants and donations included £1,200 to CMS and £1,300 to Tear Fund for the Inter Diocesan West Africa Link diocese of Freetown.

**7** The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry amounts to approximately £68,000.

**8** The freehold property at 36 Church Street was purchased by the PCC in 1984 for £59,000 to be used as curate housing.

**9** The Restricted fund represents accumulated donations and appeals for the maintenance of the church building and hall.

**10** Gift Aid is recoverable on donations received up to year end, since the last claim was submitted on 15th December 2019, covering donations to 30th November.

**St Jude’s Church, Chicheston** *registered charity number X123456*

**Notes to the Financial Report**

**11** Payments to PCC employees:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **2019** | *2018* |
|  |  |  |  |  | **£** | *£* |
| Wages, salaries and honoraria | |  |  |  | **5,681** | *452* |
| Employer National Insurance | |  |  |  | **219** | *54* |
| Employer pension contributions | |  |  |  | **180** | *-* |
|  |  |  |  |  | **5,900** | *506* |

**12** Payments to PCC members:

* Miss J. Joshua received £4,000 for playing the organ
* Mr Ishmael Isaiah received £12,432 for building repairs and redecoration of the Lady Chapel.

Other payments were made to PCC members in the year for reimbursement of expenses incurred on behalf of the PCC

1. Clergy support: Council tax £2,200, Environmental charges £650, Travel, hospitality, postage, telephone £2,600
2. 2 members received reimbursement for telephone, postage and travelling expenses amounting in total to £4,446.

**13** Transactions with persons related to PCC members:

A payment of £3,681 was made to a relative of a PCC member for decorating the church.

**14** Transactions with related charities:

Friends of St Mary's House, The Green, Chicheston is a separate charity, a related party to this PCC. The Revd Obadiah Slope, the Churchwardens and the Treasurer are Trustees of that Charity. During the year £874 was paid by the PCC to St. Jude's House for maintenance of the children's play area; £4,223 was collected by St. Jude's House from PCC members and the congregation of St. Jude's Chicheston as donations to running expenses and for retention in that charity's bank account towards future running costs.

**15** Statement of funds:

***Endowed funds*** *are required by the donors to be invested and the income spent on specific objectives*

The Grantly bequest is a permanent endowment, invested in CBF Investment Fund shares, which requires the income to be spent on the churchyard and maintenance of the Grantly tomb.

The Fund B is a permanent endowment which requires the income to be spent on our Sunday school and other educational purposes for children and youth.

***Restricted funds*** *are not invested permanently but are to be spent within reasonable timescales*

The restricted funds comprise the Fabric fund.

The Mission Fund holds funds raised for the support of 2 members of the congregation working in Africa.

The Emily Wilson Fund is....

The Mable Parker Fund is.....

***Unrestricted funds*** *are not subject to any donor restrictions and can be spent as the PCC decides*

The unrestricted fund includes a designated sum £2,000 which has PCC has set aside towards the cost future roof repairs.

***The summary of all funds appears on the next page***

**St Jude’s Church, Chicheston** *registered charity number X123456*

**Notes to the Financial Report**

**15** Summary of funds

Fund income and expenditure and final balances are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Balances** |  |  | **Transfers,** | **Balances** |
|  | **b/fwd** |  |  | **other gains** | **c/fwd** |
|  | **1 Jan 2019** | **Income** | **Expenditure** | **and losses** | **31 Dec 2019** |
|  | £ | £ | £ | £ | **£** |
|  |  |  |  |  |  |
| Grantly bequest | 1,227 | 215 | - | - | **1,442** |
| Fund B | 5,000 | 85 | - |  | **5,085** |
| **Total of all endowed funds** | **6,227** | **300** | **-** | **-** | **6,527** |
| Fabric fund | 1,800 | 6,000 | - | - | **7,800** |
| Mission fund | 1,250 | 750 | - | - | **2,000** |
| Emily Wilson Fund | 100 | - | - | - | **100** |
| Mable Parker Fund | 200 | - | - | - | **200** |
| **Total of all restricted funds** | **3,350** | **6,750** | **-** | **-** | **10,100** |
| General fund | 102,898 | - | - | (2,000) | **100,898** |
| Designated roof fund | 1,750 | - | - | 2,000 | **3,750** |
| **Total of all unrestricted funds** | **104,648** | **-** | **-** | **-** | **104,648** |
|  |  |  |  |  |  |
| **Total funds** | **£114,225** | **£7,050** | **-** | **-** | **£121,275** |
|  |  |  |  |  |  |

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Jude, Chicheston, on the annual report for the year ended 31st December 2019 set out on pages X to Y

**Respective responsibilities of trustees and examiner**

**Basis of independent examiner’s statement**

**Independent examiner's statement**

**Examiner’s signature**

**Examiner’s name** *CAPITALS*

**Date**

**Relevant professional qualification(s) or body** *if any*

**Examiner’s address**

The PCC members are responsible for the preparation of the annual reports. The PCC members 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:

1. examine the accounts under section 145 of the Charities Act,

2. 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

3. to state whether particular matters have come to my attention.

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.

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

* accounting records were not kept in accordance with section 130 of the Charities Act or
* the accounts do not accord with the accounting records

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

*\* Please delete the words in the (brackets) if they do not apply*

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|  |  |
| --- | --- |
| **Section B Disclosure** | |
|  | **Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)** |
| **Give here brief details of any items that the examiner wishes to disclose** |  |